



Dr. MCR HRD Institute of Telangana

**Centre for Public Administration**

**Induction Training Program for newly recruited  
frontline functionaries of Telangana State**

**Reading Material**

**on**

**1. District Office Manual**

**2. Service Matters**

**3. Financial Management &  
Accounting Procedures**

**4. Behavioural & General  
Management Modules**

# **Induction Training Programme for newly recruited frontline functionaries of Telangana State**

## **Reading Material on**

- 1. District Office Manual,**
- 2. Service Matters**
- 3. Financial Management &  
Accounting Procedures**
- 4. Behavioural & General  
Management Modules**



**Center for Public Administration**

**Dr. MCR Human Resource Development Institute of Telangana**

Government of Telangana

ROAD NO. 25, JUBILEE HILLS, HYDERABAD - 500 033

## **ABOUT Dr. MCR HRD IT**

Dr MCR HRD Institute is the premier administrative training institute of the Government of Telangana with the objective to create and sustain a dedicated work force for Government. Set up in 1976, it has evolved to suit the needs of changing times, as well as requirements of State and Central Governments. The Institute specialises in conducting training using both in classroom and e-learning modes. The Institute has a well-qualified, experienced, hardworking and dedicated team. Its faculty resources include senior All India Service Officers and State officials and also eminent faculty drawn from various Institutes of higher learning like Indian School of Business, University of Hyderabad etc. The Institute has a sprawling 33 acre campus in the heart of Hyderabad. It is a lush green area which is fully WiFi enabled and buildings with roof top solar panels. It has well-furnished classrooms, auditoria, indoor and outdoor sports facilities including swimming pool, gymnasium and hostel blocks with capacity to accommodate 900 persons.

The Institute's mandate is carried out through the following Centres:

- i) The Centre for Public Administration
- ii) The Centre for Financial Management
- iii) The Centre for Sustainable Development Goals
- iv) The Centre for Telangana Studies
- v) The Centre for Information Technology
- vi) The Centre for Urban Development Studies
- vii) The Management Development Centre

## **CENTRE FOR PUBLIC ADMINISTRATION**

The Centre for Public Administration, through which the ITP is being conducted, endeavours to empower the Government servants towards the realisation of Citizen Centric and Good Governance. The Centre is mandated to conduct the Foundation Courses to the entry level functionaries in the State Government. It also caters to the training needs of government personnel to develop expertise in regulatory matters which include Revenue, Law and Order and General Administration sectors which will further enable the Centre to give policy support to Government. Apart from trainings on the Right to Information Act, Training of the Trainers programmes, Training Programmes on various topics like - Office Management, Service Matters, Disciplinary & Vigilance Procedures, Gender Related Laws, Prohibition of Sexual Harassment of women at work place are also taken up by the Centre.

Centre for Public Administration aims to be a Centre of excellence in various facets of Public Administration by building an ethical administrative culture in Government Personnel.

### *Faculty*

Dr. Madhavi Ravulapati, Centre Head & Course Director  
Prof. A.S. Ramachandra, Course Coordinator  
Sri K. Ram Gopal, Course Coordinator  
Sri. Srinivas Madhav, Course Coordinator  
Smt. K. Soumya Rani, Course Coordinator  
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Sri Saka Venkateswara Rao, Course Coordinator  
Dr. K. Suresh Kumar, Course Coordinator

### *Supporting Staff*

Sri P. V. Sandeep Kumar, Jr. Assistant & PA to Head  
Sri B. Ravi, Office Subordinate



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF  
TELANGANA, HYDERABAD**

**Reading Material on  
Foundation Course for Newly Recruited Junior Assistants**

S.No	Subject	Content	No.of Pages
<b>I. District Office Manual (DOM)</b>			
1	<b>Sub Modules- I</b> DOM– Office Procedures	Office Procedures, General Discipline, Tappals, Inward & Outward, Distribution Register	3-37
		Common Office Functions, Maintenance of Personal Register,	
		Filling of the columns in Personal Register	
		Maintenance of Stock File	
2	<b>Sub Modules- II</b> DOM: Noting Skills	File maintenance, Current file, Note file, para/page numbering, Link files, reference files, flagging, referencing	38-47
		<b>Noting</b> - Fundamentals of Noting, Guidelines for writing a Note	
		Meetings, preparation of agenda notes meeting procedures, writing of minutes of a meeting	
3	<b>Sub Module- III</b> DOM: <b>Drafting Skills</b>	<b>Drafting:</b> Types of Official Communication, endorsement, Office Order, exchange remainders, Salient points in drafting of official communications - UO Note, Memo, Circular, Office Order, Letter, DO Letter, Proceedings etc.	48-86
		Preparation of UO Note, Memo, Circular, Office Order, Letter, DO Letter, Proceedings etc.	
4	<b>Sub Module- IV</b> DOM - Disposals	Disposal of Files and Records like L.Dis./D.Dis./R.Dis., NDis, XNDis, K.Dis (3 to 5 Years)	
<b>II. Service Matters</b>			
5	<b>Sub Module- I</b> <b>Service Rules:</b> TS State & Subordinate Service Rules	Scope, Method of appointment, DR, Eligibility, Rule of Reservation, Maintenance of Roaster Register, Joining in the post, Service regularization, declaration of probation	87-102
		Preparation of Seniority list, Interstate seniority list, transfers and promotions -DPCs and Promotions	103-114
	TS Ministerial, General Subordinate,	Scope, Method of appointment, DR, Eligibility, Joining in the post, Probation declaration & Rule of Reservation - Maintenance of Rosters - Transfers - Promotions etc	115-127

S.No	Subject	Content	No.of Pages
	Compassionate appointments & Last Grade Service Rules	Compassionate appointments	128-140
6	<b>Sub Module- II Service Matters:</b> CS (Conduct) Rules 1964	Need for conduct Rules applicability, Definitions Dos & Don'ts of conduct Annexures in Conduct Rules-	141-147
		Violation of Conduct Rules, Negligence, Misconduct, Criminal Misconduct & Moral Turpitude	
		Constitutional provisions governing service conditions, Civil Servant, Govt. Servant, Public Servant, Filing of annual property returns and acquisition of property, Receiving gifts	
	CCS (CCA) Rules 1991	Classification, Control - Suspension & Penalties, Checklists & Formats in Disciplinary Procedures, Authorities competent, Procedure for imposing Minor/Major Penalties. appeal, revision, Review, Consultation with TSPSC Case Studies	148-170
ACB / Vigilance Procedures	ACB/ Vigilance Cases	171-175	
7	<b>Sub Module-III Fundamental Rules</b>	General Service Conditions, Pay, Increments & additions to pay - Provisions relating to Combination of TS appointments, Subsistence Allowance, Joining time, foreign service, retirement	176-211
		Increment watch registers, Service Book, Writing of entries in Service Book	212-222
		a) Pay fixations – Revised pay scales, stepping up of pay, AAS	
		Practice sessions on pay fixations (22B, 22 a (i), FR 3 (2), FR 29(1))	
8	<b>Sub Module-IV - GPF, TSGLI &amp; GIS Rules</b>	Eligibility, Subscription details, Interest, Temporary, part final sanctions	223-229
	Leave Rules	General provisions under F.Rs.-Kinds of Leaves - Earned leave-Leave on Half pay-Commuted Leave-Leave not Due. - E.O.L.- Leave salary admissible - Special Disability leave - Study leave - Maternity leave-Hospital leave-Casual leave - Special Casual leave	
	TA & LTC Rules	Definitions-Duties of Controlling officers- Fixed Travelling Allowances- Tours, training and other purposes, Daily Allowance- Transfer Travel allowance - L.T.C. Rules - Fixed Travelling Allowance, deductions,	230-247
	Loans & Advances	a) Loans & Advances – all types of advances – short term & long term – with interest calculations b) Medical Attendance Rules & Educational Fee Reimbursements	
9	<b>Sub Module-V Court Cases</b>	Court cases (including tribunal) Para wise remarks, counter affidavit	248-253

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		Calculation of Gratuity, Commutation, Qualifying service	
		National Pension System (NPS)	
11	<b>Sub Module-VII</b> Right to Information Act & Record Management	Background, Need for bringing the Act, Definitions, Citizen Rights, Role of Public Authority, Public Information Officer, TSIO, T's appellate Authority, Information Commission, TS appeals, penalties, Exemptions and Exclusions RTI Act - Provisions	270-280
		Case Studies/Case laws	
		Record Maintenance	
<b>III. Financial Management and Accounts Procedures</b>			
12	<b>Sub Module-I</b> Treasury Code	Payment procedures and cheque list for DDOs, Treasury control and authorisation Types of bills and bill forms & Preparation and submission of bills - online submission of bills other registers relating to bills submitted to treasury and claims admitted by treasury (including DDO powers)	281-307
13	<b>Sub Module-II</b> Maintenance of Accounts related Registers	Treasury Bills Register (T.B.R) , Budget Control Register (B.C.R) , Cash Book and other Registers	308-327
14	Financial Code Account Code	Financial Code – Stores purchase, Delegation of Financial powers	328-370
15	Budget Manual	Budget Manual	371-381
16	<b>Sub Module-III</b> Audit Objections & settlement of Audit objections	Definition & Procedure of Audit, Classification of Audit Objections and Reply to Audit Paras	382-390
<b>IV. Behavioural&amp; General Management</b>			
17		Motivation	393-404
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25		Problem solving	432-437

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**MODULE-I**  
**District Office Manual (DOM)**





కార్యాలయ పద్ధతులు మరియు ప్రక్రియలు

ఈ అభ్యాసనం తర్వాత అభ్యాసకుడు

1. కార్యాలయం మరియు కార్యాలయ వ్యవస్థ అనే భావనలను నిర్వచిస్తాడు.
2. కార్యాలయానికి వచ్చిన టప్పాల్/డాక్ ని ఎలా స్వీకరించాలి మరియు ఎలా ఓపెన్ చేయాలో వర్ణిస్తాడు.
3. ఫైల్ (దస్త్రం) ని ప్రారంభించుట, సిద్ధపరచుట, లిఫ్టరెన్స్ చేయుట, ఫ్లాగ్ చేయుట మరియు జత చేయుట మొదలగు భావనలను వర్ణిస్తాడు.
4. నోటింగ్ ప్రక్రియను నిర్వచిస్తాడు.
5. వివిధ ప్రభుత్వ శాఖలు/విభాగాలు/కార్యాలయాల మధ్య మరియు ప్రభుత్వానికి పొరులకు మధ్య నడిచే వివిధ రకాల భావప్రసార సాధనలు, వాటి నిర్ణీత ప్రోఫార్మాల గూర్చి వివరిస్తాడు.
6. డేటా నిర్వహణ అవసరం మరియు ఆవశ్యకత గూర్చి తెలియజేస్తాడు.

ఆ అభ్యాసనంలో గల విభాగాలు

విభాగం 1	కార్యాలయం మరియు కార్యాలయ వ్యవస్థ
విభాగం 2	డాక్/టప్పాల్ స్వీకరణ, ఓపెన్ చేయుట మరియు నమోదు చేయుట
విభాగం 3	ఫైల్ (దస్త్రం) నిర్వహణ
విభాగం 4	నోటింగ్
విభాగం 5	వివిధ రకాల అధికార భావప్రసార సాధనాలు (కమ్యూనికేషన్స్)
విభాగం 6	లికార్డల నిర్వహణ

మొదటి విభాగం — కార్యాలయం మరియు కార్యాలయ వ్యవస్థ

- ఏదైనా ఒక సంస్థ ముందుగా నిర్దేశించిన లక్ష్యాలు లేదా ఉద్దేశ్యాలను నెరవేర్చడానికి వరుసగా వివిధ రకాల పనులు/కార్యక్రమాలు చేయడానికి గల పనిచోటుని/పని ప్రదేశాన్ని కార్యాలయం అంటారు.
- ప్రభుత్వంలో గానీ లేదా సమస్తంలో గానీ అధికార స్థానాన్ని కార్యాలయం సూచిస్తుంది.
- కార్యాలయం ఒక నిర్దారిత క్రమానుగత శ్రేణిలో పనిచేసే వ్యక్తుల సముదాయాన్ని, వారికి అందుకొరకై చెల్లించే జీతభత్యాలను కూడా సూచిస్తుంది.
- కార్యాలయం అనేది ఒక సమాచార శిఖరం. అక్కడ సమాచారాన్ని నిర్ణయాలు తీసుకోవడం కొరకు, సంస్థ లేదా ప్రభుత్వం నిర్దేశించుకున్న లక్ష్యాలు/ఉద్దేశ్యాలు సాధించడం కోసం ఉపయోగిస్తారు.
- ప్రతి సంస్థ/కార్యాలయం వేర్వేరు లక్ష్యాలు/ఉద్దేశ్యాలు కలిగి ఉంటుంది.
- కార్యాలయానికి వ్యవస్థ ఎందుకు అవసరం అంటే
  1. నియమాలలో నిర్దేశించిన విధానంలో పనులు చేయడానికి;
  2. కార్యాలయంలో గల వ్యక్తుల యొక్క పాత్ర పరిధి మరియు భాద్యతలు నిర్ణయించడానికి;
  3. కార్యాలయం ఎలాంటి ఒడిదొడుకులు లేకుండా సమర్థవంతంగా పనిచేయడానికి.
- కార్యాలయం యొక్క సాధారణ విధులు (కొన్ని)
  1. సమాచారాన్ని సేకరించడం (మౌఖికంగా లేదా రాతపూర్వకంగా) (డాక్/టప్పాల్)
  2. సమాచారాన్ని వర్గీకరించడం (కార్యాలయంలో సెక్షన్స్ వారిగా)
  3. సమాచారాన్ని నిర్ణయం తీసుకోవడానికి వీలుగా ప్రాసెస్ చేయడం (ఫైల్స్ రూపంలో)
  4. నిర్ణయం తీసుకోవడం [ఫైల్ పై సమర్థ ప్రాధికారి (Competent Authority)]
  5. తీసుకున్న నిర్ణయాన్ని కమ్యూనికేట్ చేయడం (అధికారిక కమ్యూనికేషన్స్ ద్వారా)
  6. తీసుకున్న నిర్ణయం అమలుని పర్యవేక్షించడం (తనిఖీలు/రిపోర్టులు/పీరియడికల్స్)
  7. లికార్డులని భద్రపరచడం (లికార్డుల నిర్వహణ)
- కార్యాలయ వ్యవస్థ ముఖ్య లక్షణాలు
  1. క్రమానుగతశ్రేణి (పిరమిడ్ ఆకారంలో ఉంటుంది)
  2. నియమాలు మరియు పద్ధతులు/ప్రక్రియలు
  3. రాతపూర్వక పత్రాలు (డాక్యుమెంట్స్)

- కార్యాలయం వివిధ సెక్షన్స్ గా విభజించబడి ఉంటుంది. ప్రతి సెక్షన్ నిర్దేశిత పనులను నిర్వహిస్తుంది. ఉదాహరణకు అకౌంట్స్ సెక్షన్ ఆర్థిక వ్యవహారాలను చూస్తుంది. అలాగే వ్యవస్థాపన విభాగం కార్యాలయంలో పనిచేసే ఉద్యోగుల యొక్క వ్యవస్థాపన వ్యవహారాలను చూస్తుంది.
- కార్యాలయ పిరమిడ్ లో పైన కార్యలయాదిపతి ఉంటే దిగువన్ క్షేత్రస్థాయిలో పనిచేసే సిబ్బంది ఉంటారు.

రెండవ విభాగం — డాక్/టప్పాల్ స్వీకరణ, తెరచుట మరియు నమోదు చేయుట

- ఒక కార్యాలయంలో స్వీకరించబడిన భావప్రసార సాధనం (కమ్యూనికేషన్) — డాక్/టప్పాల్
- ఒక ప్రభుత్వ కార్యాలయం ఇతర ప్రభుత్వ కార్యాలయాల నుండి గానీ లేదా ఇతర సంస్థలో నుండి గానీ లేదా పౌరుల వద్ద నుండి గానీ కార్యాలయం స్వీకరించే మెమో/ఉత్తరం/తాఖీదు/నోటీసు/అర్ధాధికార లేఖ/ఉత్తర్వులు/ప్రభుత్వ ఉత్తర్వులు/ఎలక్ట్రానిక్ రూపంలో గల భావప్రసార సాధనం ఏదైనా టప్పాల్ గా పరిగణించవచ్చు.
- ఒక ప్రభుత్వ కార్యాలయం డాక్/టప్పాల్ ని పోస్ట్ లేదా కాలయర్ లేదా ప్రత్యేక దూత లేదా పౌరులే స్వయంగా వచ్చి ఇవ్వడం ద్వారా గానీ లేదా ఎలక్ట్రానిక్ పద్ధతుల్లో అనగా ఇ-మెయిల్ మరియు సామాజిక ప్రసార మాధ్యమాల ద్వారా కానీ స్వీకరించవచ్చు.
- ప్రభుత్వ కార్యాలయంలో గల అంతర్గమ విభాగం (ఇన్-వర్డ్ సెక్షన్) టప్పాల్ ని స్వీకరిస్తుంది.
- ఎలక్ట్రానిక్ పద్ధతుల్లోనైతే సర్వసాధారణంగా కార్యాలయాధిపతి లేదా ఆయన ఎంపిక చేసిన ఉద్యోగి లేదా అధికారి టప్పాల్ ని స్వీకరించి దానిని అంతర్గమ విభాగం (ఇన్-వర్డ్ సెక్షన్) నకు పంపిస్తారు.
- చాలా కార్యాలయాల్లో అంతర్గమ మరియు బహిర్గమ విభాగాలు (అవుట్-వర్డ్ సెక్షన్) ఒక్కటి వద్దే ఉంటాయి. అనగా ఆ రెండు పనులను ఒకే ఉద్యోగి నిర్వహిస్తాడు.
- అలా స్వీకరించిన టప్పాల్ అంతటిని అంతర్గమ విభాగంలో గల ఉద్యోగి కార్యాలయాధిపతి ముందు గానీ లేదా ఆయన సూచించిన అధికారి/ఉద్యోగి ముందు గానీ ఓపెన్ చేసి తగిన ఆదేశాలు పొందాలి
- తన ముందుంచిన టప్పాల్ పై కార్యాలయాధిపతి ముందు గానీ లేదా ఆయన సూచించిన అధికారి/ఉద్యోగి తగిన ఆదేశాలు జారీచేస్తాడు (ఉదా: ఫైల్ ప్రొసెస్ చేయమని/ఫైల్ చేయమని)
- ఆ తదుపరి టప్పాల్ అంతటిని ఏ రోజుకారోజు అంతర్గమ విభాగంలో గల ఉద్యోగి అంతర్గమ లిజిస్టర్ (ఇన్-వర్డ్ లిజిస్టర్) లో నమోదుచేసి వాటికి ఒక నిర్దేశిత సంఖ్య కేటాయిస్తారు.
- అంతర్గమ లిజిస్టర్ (ఇన్-వర్డ్ లిజిస్టర్) క్యాలెండర్ సంవత్సరం ప్రకారం నిర్వహించాలి. అనగా ఈ లిజిస్టర్ లో నమోదు చేసే టప్పాల్ కి జనవరి ఒకటవ తేదీ నుండి డిసెంబర్ 31 వ తేదీ వరకు వరుస సంఖ్య ఇవ్వాలి.
- అంతర్గమ లిజిస్టర్ (ఇన్-వర్డ్ లిజిస్టర్) యొక్క నమూనాని తెలంగాణ ప్రభుత్వం నిర్దేశించింది. దీనిని ఎలక్ట్రానిక్ పద్ధతిలో కూడా నిర్వహించవచ్చు.

- అంతర్గామి లిజిస్టర్ లో నమోదు చేసిన టప్పాల్ అంతటిసి కార్యాలయంలోని సెక్షన్స్ వారీగా వర్గీకరించి వాటిని సంబంధిత పంపిణీ లిజిస్టర్ (డిస్ట్రిబ్యూషన్ లిజిస్టర్) లో నమోదుచేస్తారు.
- ఆ తర్వాత టప్పాల్ ని సంబంధిత సెక్షన్స్ కి పంపిణీ లిజిస్టర్ ద్వారా పంపించి, ఆయా సెక్షన్స్ లో అందినట్లు పంపిణీ లిజిస్టర్ లో సెక్షన్ ఉద్యోగి యొక్క సంతకం సేకరిస్తారు.
- ఒక కార్యాలయం నుండి మరో కార్యాలయానికి గానీ లేదా సంస్థ కి గానీ లేదా పొరులకు గానీ వెళ్ళాల్సిన భావప్రసార సాధనం (కమ్యూనికేషన్) మొదట బహిర్గామి సెక్షన్ లో బహిర్గామి లిజిస్టర్ లో నమోదు అవుతుంది.
- బహిర్గామి లిజిస్టర్ (అవుట్-వర్డ్/డిస్పాచ్ లిజిస్టర్) యొక్క నమూనాని తెలంగాణ ప్రభుత్వం నిర్దేశించింది. (వివరాలకై జిల్లా కార్యాలయ సంపుటిని చూడగలరు). దీనిని ఎలక్ట్రానిక్ రూపంలో కూడా నిర్వహించవచ్చు.
- బహిర్గామి లిజిస్టర్ (అవుట్-వర్డ్/డిస్పాచ్ లిజిస్టర్) లో కమ్యూనికేషన్ ఎవరిని ఉద్దేశించినది, ఎలా పంపడం జరుగుతోంది అనే కీలక విషయాలను నమోదుచేస్తారు.
- ఒక ప్రభుత్వ కార్యాలయంలో నిర్వహించే సాధారణ లిజిస్టర్స్
  1. వ్యక్తిగత లిజిస్టర్ (తెలంగాణ ప్రభుత్వంలో ప్రతి ఉద్యోగి తప్పనిసరిగా నిర్వహించాల్సినది. దీని ద్వారా ఫైల్ నిర్వహణ, పెండింగ్ ఫైల్స్ జాబితా మరియు లికార్డు నిర్వహణ తెలుసుకోవచ్చు)
  2. స్టాంప్ అకౌంట్ లిజిస్టర్ (పోస్టల్ స్టాంప్ ల సబ్వినియోగం కొరకు)
  3. అంతర్గామి లిజిస్టర్ (ఇన్-వర్డ్ లిజిస్టర్)
  4. పంపిణీ లిజిస్టర్ (డిస్ట్రిబ్యూషన్ లిజిస్టర్)
  5. బహిర్గామి లిజిస్టర్ (అవుట్-వర్డ్/డిస్పాచ్ లిజిస్టర్)
  6. శాసన సభ లేదా శాసన మండలి ప్రశ్నోత్తరాల లిజిస్టర్
  7. పీరియడికల్ లిజిస్టర్
  8. కాల్ బుక్ (ఆరు నెలల కంటే ఎక్కువ కాలం పాటు ఎలాంటి చర్య తీసుకోలేని ఫైల్స్ గూర్చి నిర్వహించేది)
  9. సూట్ లిజిస్టర్ (కార్యాలయానికి సంబంధించి న్యాయస్థానాలలో గల కేసులను తెలియజేసేది)
  10. ఫైల్ మూవ్ మెంట్ లిజిస్టర్ [దస్త్రం (ఫైల్) కదలికలు తెలియజేసేది]

మూడవ విభాగం — దస్త్రం నిర్వహణ (ఫైల్ మేనేజ్ మెంట్)

- ఒక నిర్దేశిత విషయంపై సేకరించిన పత్రాల సంకలనం — దస్త్రం (ఫైల్).
- సులభంగా గుర్తుపట్టడానికి వీలుగా ప్రతి దస్త్రానికి (ఫైల్) ఒక నిర్దేశిత సంఖ్య కేటాయించాలి.
- దస్త్రం (ఫైల్) లో ఉత్తర ప్రత్యుత్తరాల భాగం (కరెంట్ ఫైల్) మరియు నోట్ భాగం (నోట్ ఫైల్) అని రెండు భాగాలు ఉంటాయి.
- నోట్ భాగం (నోట్ ఫైల్) అనేది కార్యాలయం అంతర్గత నిర్వహణలో కార్యాలయాధిపతి లేదా సమర్థ ప్రాధికారి ఆ విషయంపై నిర్ణయం తీసుకోవడానికి ఉపయోగపడుతుంది.
- ఉత్తర ప్రత్యుత్తరాల విభాగం (కరెంట్ ఫైల్) లో ఆ విషయంపై కార్యాలయం స్వీకరించిన కమ్యూనికేషన్స్ మరియు ఆ విషయంపై ఆ కార్యాలయం నుండి ఇవ్వబడిన/పంపబడిన కమ్యూనికేషన్స్ యొక్క నకలు ప్రతులు ఉంటాయి.
- నోట్ ఫైల్ కరెంట్ ఫైల్ నుండి వేరుగా ఫైల్ (దస్త్రం) మొదటి భాగంలో ఉంటుంది. దీనిలో దేనినైనా ఉటంకిస్తే (రిఫరెన్స్ గా చూపితే) ఆ వివరాలు మూల్టీస్ లో పెన్సిల్ తో రాయాలి. అలా ఉటంకించిన దానిని సరిగ్గా ఫైల్ లిఫ్ తో ఫ్లాగ్ చేయాలి. నోట్ ఫైల్ లో ప్రతి పేజీకి వరుసగా సంబర్ ఇవ్వాలి. ఖాళీగా వదలిన పేజీకి సైతం సంబర్ ఇవ్వాలి. అలాంటి పేజీని ఉపయోగించకుండా (క్రాస్) చేయాలి.
- కరెంట్ ఫైల్ లో గల అన్ని పత్రాలను సమయానుసారంగా క్రమపద్ధతిలో అమర్చాలి. దీనిలో సరిగా అమర్చిన పత్రాలన్నింటికీ వరుస సంబర్ ఇవ్వాలి. కరెంట్ ఫైల్ కి పుస్తకాలు మరియు పటాల వంటివి జతపరచకూడదు. వాటిని కరెంట్ ఫైల్ కి దిగివన అమర్చాలి.
- ఒక విషయంపై కొత్త ఫైల్ సంబంధిత సెక్షన్ పర్యవేక్షకుని అనుమతితో లేదా నియంత్రణాధికారి అనుమతితో ప్రారంభించాలి. కొత్త ఫైల్ ప్రారంభించడానికి ముందు ఆ విషయంపై ఎలాంటి ఫైల్ లేదని సంబంధిత ఉద్యోగి లేదా పర్యవేక్షకుడు ధృవీకరించుకోవాలి. ఆ తర్వాత కొత్త ఫైల్ కి పేరు/శీర్షిక ఖరారు చేయాలి. ఆ తర్వాత ఆ కొత్త ఫైల్ కి ఒక సంబర్ ఇవ్వాలి.
- తెలంగాణ ప్రభుత్వంలో కొత్త ఫైల్ కి సంబర్ ఉద్యోగి యొక్క వ్యక్తిగత లిజిస్టర్ ఆధారంగా ఇవ్వబడుతుంది. వ్యక్తిగత లిజిస్టర్ లో గల వరుస సంఖ్య, అంతర్గమి లిజిస్టర్ యొక్క సంఖ్య, సెక్షన్, ఉద్యోగికి ఆ సెక్షన్ లో ఇచ్చిన సీటు సంబర్ మరియు టప్పాల్ ని స్వీకరించిన సంవత్సరం ఆధారంగా ఫైల్ సంబర్ నిర్ణయించబడుతుంది. అవసరమైన చోట అదే సంఖ్య తో పార్ట్-ఫైల్ ప్రారంభించవచ్చు.

**సూచన:** ఎలక్ట్రానిక్ అభ్యాసనలో ఫైల్ సంబర్ కేటాయించడంపై ఇచ్చిన వివరణ తెలంగాణ ప్రభుత్వానికి వర్తించదు.

నాల్గవ విభాగం — నోటింగ్ (నోట్ ఫైల్ కి ఉండాల్సిన కనీస లక్షణాలు)

- నోటింగ్ అనగా ఏదైనా ఒక అంశంపై నిర్ణయం తీసుకోవడానికి వీలుగా రాయబడిన నోట్.
- నోటింగ్ యొక్క ఉద్దేశ్యాలు
  1. ఉన్నతోద్యోగికి/సీనియర్ కి ఏదైనా ఒక నిర్దిష్ట కేసు/అంశం గూర్చి తెలియజేయడం మరియు దానికి సంబంధించిన సమాచారాన్ని అందించడం
  2. ఆ నిర్దిష్ట కేసు/అంశం గూర్చి సానుకూల మరియు ప్రతికూల అంశాల గూర్చి తెలియజేయడం.
  3. ఆ నిర్దిష్ట కేసు/అంశంపై నిర్ణయం తీసుకోవడం.
  4. తీసుకున్న నిర్ణయానికి సంబంధించిన రాతపూర్వక లికార్చుని సృష్టించడం.
  5. ఆ లికార్చుని భవష్యత్ లో అలాంటి కేసు/అంశం వస్తే నిర్ణయం తీసుకోవడానికి వీలుగా భద్రపరచడం.
- నోటింగ్ అవసరం లేని సందర్భాలు (ఉదాహరణకు)
  1. ఒక ఉత్తరాన్ని ఒక కార్యాలయం నుండి మరో కార్యాలయానికి, ఒక డిపార్టుమెంటు నుండి మరో డిపార్టుమెంటుకి, కార్యాలయంలో ఒక సెక్షన్ నుండి మరో సెక్షన్ కి బదిలీ చేసినపుడు;
  2. ఏదైనా ఉత్తరం లేదా దరఖాస్తుకి లిఫీట్ ఇచ్చిన సందర్భాలలో;
  3. విధానం సరిగ్గా నిర్ధారించబడి, ఎలాంటి అనుమతులు తీసుకోవడా అవసరం లేనపుడు;
  4. సమాచార లోపం లేదా అదనపు సమాచారం అవసరమై అసంపూర్ణంగా మిగిలిన అంశాలు/కేసులలో.
- కార్యాలయ నోట్ రాసేటపుడు సంబంధిత ఉద్యోగి గుర్తుంచుకోవాల్సిన అంశాలు
  1. ఆ అంశం/కేసు సంబంధిత కార్యాలయం పరిధిలోదై ఉండాలి.
  2. ఆ అంశం/కేసుకి సంబంధించిన చట్టాలు/నియమాలు/ప్రభుత్వాదేశాలు/న్యాయస్థానాల ఆదేశాలు/ గతంలో అదే అంశంపై తీసుకున్న నిర్ణయాలు ఏదైనా ఉంటే వాటిని అధ్యయనం చేసిన తర్వాతనే వాటిని ఉటంకిస్తూ రాయాలి.
  3. ఆ అంశం/కేసుకు సంబంధించి అదనపు సమాచారం అవసరమైతే సంబంధిత వ్యక్తులు/సంస్థలు లేదా ప్రభుత్వ విభాగాలను అడగడం.
  4. విచారణ అంశాలలో సంబంధిత రాతపూర్వక సాక్ష్యాలతో సహా నోట్ రాయాలి. తగిన సిఫారసులు కూడా చేయవచ్చు.
  5. ఉదాహరణలు తీసుకోనేటపుడు/రాసేటపుడు క్షుణ్ణంగా పరిశీలించి, జాగ్రత్తగా రాయాలి. ఎందుకంటే ఈ నోటింగ్ ద్వారా తీసుకోబోయే నిర్ణయం గతంలో అలాంటి కేసులలో తీసుకున్న నిర్ణయాన్ని ప్రభావితం చేయడమే గాకుండా భవిష్యత్ లో కూడా అలాంటి అంశాలలో అలాంటి నిర్ణయాలు తీసుకోవడానికి ఆధారంగా మారుతుంది.



6. నోటింగ్ వివరాలు అంశంతో సంబంధం లేని వ్యక్తులు ఎవరితోనూ పంచుకోకూడదు.
7. ఏ అంశంపైనైనా, ఎవరిపైనైనా వ్యక్తిగతంగా కామెంట్ చేయడం/ఉటంకించడం/సాంత అభిప్రాయాలు రాయడం చేయకూడదు.
8. నోట్ రాసేటప్పుడు పక్షపాతంగా ఉండకూడదు.

● నోట్ రాయడంలో పాటించాల్సిన అంశాలు

1. నోట్ షీట్ పైనే నోట్ రాయాలి (తెలంగాణ ప్రభుత్వంలో A4 సైజు పేపర్).
2. నోట్ షీట్ పై భాగంలో కుడివైపున డిపార్టుమెంటు పేరు, సెక్షన్ పేరు మరియు ఫైల్ నంబర్ రాయాలి.
3. నోట్ అనేది అనువైనరీతిలో వివిధ పేరాగ్రాఫ్ లలో రాయాలి.
4. ప్రతి పేరాగ్రాఫ్ కి వరుస నంబర్ కేటాయించాలి.
5. పేరాగ్రాఫ్ కి నంబర్ ఇవ్వడం అనేది రెండవ పేరాగ్రాఫ్ నుండి ప్రారంభం కావాలి.
6. ఏవైనా చట్టాలు/నియమాలు నోట్ ఫైల్ లో ఉటంకిస్తే వాటికి సంబంధించిన సకలు ప్రతులు కరెంట్ ఫైల్ లో పెట్టి ప్లే లీఫ్ తో ఫ్లాగ్ చేయాలి. ఆ విషయాన్ని నోట్ ఫైల్ లో మార్జిన్ లో పెన్సిల్ తో రాయాలి.
7. నోట్ ఫైల్ లో చెప్పే విషయంపై గతంలో నిర్ణయం తీసుకొని ఉంటే ఆ విషయాన్ని నోట్ ఫైల్ మార్జిన్ లో చెప్పి సంబంధిత ఫైల్ ని కరెంట్ ఫైల్ తో జత చేయాలి.
8. నోట్ ఫైల్ లో ఉపయోగించే భాష సరళంగా, సూటిగా, స్పష్టంగా, సందిగ్ధతకు తావు లేకుండా ఉండాలి.
9. వాక్యాలు మరియు పదాలు పదే పదే ఉపయోగించడం చేయకూడదు.
10. నోట్ షీట్ చివరి వరకు రాయడం చేయకూడదు.
11. నోటింగ్ చివరన ఆ విషయంపై తీసుకోవాల్సిన ఆదేశాల గూర్చి ఆ నోట్ రాసే ఉద్యోగి సిఫారసు చేయవచ్చు.
12. నోటింగ్ ని ప్రశ్నించడంతో ముగించకూడదు.
13. నోటింగ్ పూర్తయిన తర్వాత సంబంధిత ఉద్యోగి పూర్తి/పాల్టి సంతకం పేరు మరియు తేదీతో సహా చేసి ఆ ఫైల్ ని కార్యాలయ పిరమిడ్ లో తనపైన గల ఉద్యోగి లేదా అధికారి పేరు మరియు హోదా రాసి వారికి తగు చర్యకై పంపించాలి.
14. తెలంగాణ ప్రభుత్వంలోని దస్త్రం నిర్వహణ నియమాల ప్రకారం నోట్ షీట్ లో మూడో వంతు పేజీని మార్జిన్ కొరకు కేటాయించాలి.

ఐదవ విభాగం — వివిధ రకాల అధికార భావప్రసార సాధనాలు (కమ్యూనికేషన్స్)

- ప్రభుత్వంలో ఒక విషయంపై నిర్ణయం తీసుకున్న తర్వాత దానికి సంబంధిత వ్యక్తులు లేదా సంస్థలు లేదా వ్యవస్థలకు తెలియజేయడానికి అవసరం మరియు సందర్భం బట్టి వివిధ రకాలైన అధికార భావప్రసార సాధనాలు (అఫీషియల్ కమ్యూనికేషన్స్) ఉపయోగిస్తారు.
- ప్రభుత్వ అధికారిక కమ్యూనికేషన్ లో ఉండాలి కనీస అంశాలు

1. ఉత్తరం/లేఖ సంఖ్య (దస్త్రం సంఖ్య)
2. తేదీ (సమర్థ ప్రాధికారి సంతకం చేసిన తేదీ)
3. పంపించేవారి పేరు మరియు అధికారిక చిరునామా (కమ్యూనికేషన్ ని బట్టి)
4. కమ్యూనికేషన్ ఎవరికి పంపుచున్నామో వారి పేరు మరియు చిరునామా
5. సంబోధన (కమ్యూనికేషన్ ని బట్టి)
6. తెలియజేయుచున్న విషయం (సబ్జెక్టు)
7. సూచికలు (రిఫరెన్స్) ఏవైనా ఉంటే
8. జతపరచబడిన జాబితా, ఏవైనా ఉంటే
9. ముగింపు (మీ విశ్వసనీయ అనేది ఉత్తరానికి మాత్రమే)
10. పంపేవారి సంతకం
11. అత్యవసరమా/సాధారణమా అనే గ్రేడింగ్ (ప్రభాగంలో కుడివైపున)

- అధికారిక భావ ప్రసార సాధనాలు (అఫీషియల్ కమ్యూనికేషన్స్)

1. సాధారణ లేఖ/ఉత్తరం

- దీనిని ప్రభుత్వ శాఖ/విభాగంలో సబార్డినేట్స్ కానివారికి రాయాలి.
- ప్రభుత్వానికి చెందిన ఇతర విభాగాలకు చెందిన అధికారులు/కార్యాలయాలు, కార్పొరేషన్స్, ప్రజాప్రతినిధులు, ఇతర రాష్ట్ర ప్రభుత్వాలు, కేంద్ర ప్రభుత్వం, పౌరులు, సంస్థలు మొదలగువాటికి లేఖ ద్వారానే సమాచారం అందించాలి.
- లేఖలో ఉపయోగించే భాష సరిగ్గా, స్పష్టంగా, సందిగ్ధతకు తావు లేకుండా ఉండాలి.

2. అధికారిక లేఖ (D.O. లేఖ)

- అవసరాన్ని బట్టి జూనియర్/సమానస్థాయి/సీనియర్ అధికారులకు రాయవచ్చు.
- అధికారి వ్యక్తిగత దృష్టికి సమస్యని తీసుకెళ్ళి సత్వరమే పరిష్కరించడం కోసం రాయాలి.
- ముఖ్యమైన నిర్ణయాలను తెలియజేయడం కోసం కోడా రాస్తారు.
- అధికారిస్థాయిని బట్టి సంబోధన ప్రత్యేకంగా ఉంటుంది.
- వ్యక్తిగతమైన స్నేహభావనతో రాస్తారు.

- అధికారిని బట్టి ముగింపు కూడా ప్రత్యేకంగా ఉంటుంది.
- సమస్య పరిష్కర సమయం, అత్యవసర పరిస్థితి, ముఖ్యమైన విషయాలు ప్రస్తావించవచ్చు.

### 3. కార్యాలయ ఉత్తర్య

- కార్యాలయంలో అంతర్గతంగా జారీచేసే ఆదేశాలకు దీనిని ఉపయోగిస్తారు. ఉదాహరణకు వివిధ ఉద్యోగుల మధ్య పని విభజన.

### 4. మెమోరాండం (మెమో)

- అధికారిక ఆదేశాలు అధీన కార్యాలయాలకు జారీచేయడం కోసం.
- సిబ్బంది నుండి వివరణ కోరడం కోసం.

### 5. సర్క్యులర్/ సర్క్యులర్ మెమో

- అధికారిక ఆదేశాలు ఒకే సమయంలో వివిధ ప్రభుత్వ శాఖలకు తెలియజేయడం కోసం.
- ఒకే సమయంలో వివిధ ప్రభుత్వ శాఖల నుండి సమాచారం తెప్పించుకోవడానికి.
- నియమ నిబంధనలపై మార్గదర్శకాల కోసం.
- దీనిని కార్యాలయం లోపల మరియు ప్రభుత్వంలో కూడా ఉపయోగించుకోవచ్చు.

### 6. ప్రభుత్వ ఉత్తర్య (G.O.)

- ప్రభుత్వంలో వివిధ విషయాలలో అంతిమ ఆదేశాలు జారీచేయడం కోసం.
- నిర్ణయం తీసుకోవడానికి దారితీసిన పరిస్థితులు తెలియజేస్తారు.

### 7. ప్రొసీడింగ్స్

- కార్యాలయాల్లో వివిధ విషయాలలో అంతిమ ఆదేశాలు జారీచేయడం కోసం.
- నిర్ణయం తీసుకోవడానికి దారితీసిన పరిస్థితులు తెలియజేస్తారు.

### 8. ఎండార్డ్ మెంట్

- ఒరిజినల్ పేపర్ ని అది పంపినవారికి తిప్పి పంపినపుడు.
- ఒక విషయంపై ఇతర శాఖ/సెక్షన్ అభిప్రాయం కోరినపుడు.
- ఒక విషయంపై తీసుకున్న నిర్ణయాన్ని ఇతరులకు పంపినపుడు కూడా.

9. నోటిఫికేషన్

- చట్టబద్ధంగా చేసిన నియమ నిబంధనలను ప్రచురించడం కోసం.
- ఉద్యోగుల నియామకాలు, బదిలీలు, పోస్టింగ్స్, పదోన్నతులు, పదవీవిరమణ మొదలైనవి ప్రచురించడం కోసం.
- ప్రభుత్వ ముద్రణ విభాగం చేత ప్రభుత్వ గెజిట్ లో ప్రచురించడం జరుగుతుంది.
- వీటిని సాధారణంగా న్యాయ విభాగంతో సంప్రదించిన అనంతరం ప్రచురిస్తారు.
- ప్రచురించడానికి ముందు సమర్థ ప్రాధికారి అనుమతి తీసుకుంటారు.

10. పత్రికా ప్రకటన

- ప్రభుత్వ పథకాలకు విస్తృత ప్రచారం కొరకు.
- ప్రభుత్వంలో జరుగుచున్న విషయాలను విస్తృత ప్రజాబాహుళ్యానికి తెలియజేయడం కోసం.
- సమాచార మరియు పౌర సంబంధాల శాఖ, తెలంగాణ ప్రభుత్వం ద్వారా.

ఆరవ విభాగం — లికార్డుల నిర్వహణ

- లికార్డులు అనేవి ఒక సంస్థ/కార్యాలయం యొక్క కార్యకలాపాల ఫలితంగా సృష్టించబడతాయి.
- ప్రభుత్వ లికార్డులను భవిష్యత్ అవసరాల దృష్ట్యా దీర్ఘకాలం భద్రపరచాల్సి ఉంటుంది. వీటిని శాస్త్రీయ పద్ధతిలో నిర్వహించడానికి మలయు భద్రపరచడానికి, వీలైనప్పుడు త్వరగా అందుబాటులోకి తీసుకురావడానికి లికార్డులని సరిగ్గా నిర్వహించడం ఆవశ్యకం.
- లికార్డుల నిర్వహణలో ముఖ్యమైన సూత్రాలు
  1. నిర్ధారిత సమయంలో లికార్డుల అవసరాన్ని సమీక్షించడం.
  2. అవసరం లేని, పునరుత్పాదక లికార్డులని నాశనం చేయడం.
  3. అవసరమైనపుడు వెదకి త్వరగా తీసుకోవడానికి వీలుగా ఉంచాలి.
  4. లికార్డుని సృష్టించడం నుండి నాశనం చేసేవరకు సమర్థవంతంగా నిర్వహించాలి.
  5. భద్రపరచడానికి తగినంత స్థలం ఉండాలి.
- లికార్డుల నిర్వహణలో ప్రధాన భాగాలు
  1. లికార్డులని ప్రారంభించడం
    - సెక్షన్ ఉద్యోగి సంబంధిత పర్యవేక్షకుని అనుమతితో లికార్డ్ ప్రారంభిస్తారు
  2. లికార్డులని వర్గీకరించడం
    - శాశ్వతమైనవి/ముఖ్యమైనవి/ఇతరాలు.
    - కార్యాలయాన్ని బట్టి, ప్రభుత్వ శాఖని బట్టి మారతాయి.
  3. లికార్డులని బదిలీ చేయడం
    - సంబంధిత ఉద్యోగి నుండి మరో ఉద్యోగికి అవసరమైన సమయంలో
    - సంబంధిత ఉద్యోగి బదిలీ అయినపుడు
    - సమంధిత ఉద్యోగి నుండి లికార్డ్ రూమ్ నకు
  4. లికార్డులని నిర్వహించడం
    - తొలుత సంబంధిత ఉద్యోగి నిర్వహిస్తాడు.
    - లికార్డుతో అవసరం తీరిన తర్వాత దానిని లికార్డ్ రూమ్ కి పంపించడానికి సెక్షన్ అధికారి/కార్యాలయాధిపతి ఉత్తర్వులు పొందాలి.
    - ఆ తర్వాత దానిని లికార్డ్ అసిస్టెంట్ ఆధ్వర్యంలో గల లికార్డ్ రూమ్ కి పంపించాలి.

5. లికార్డులని పరిరక్షించడం (లికార్డు రూమ్ కి ఉండాల్సిన కనీస లక్షణాలు)

- ప్రత్యేక లికార్డ్ రూమ్ ఉండాలి. అందులో లికార్డుల నిర్వహణకు తగినంత స్థలం ఉండాలి.
- దుమ్ము, ధూళి, తేమ, వెడి నుండి తగినంత రక్షణ ఉన్నట్లయితేనే లికార్డులు చాలాకాలం పాటు భద్రపరచడానికి వీలవుతుంది.
- లికార్డు రూమ్ ఉష్ణోగ్రత సరైన మోతాదులో ఉండేలా జాగ్రత్తలు తీసుకొనే వీలుండాలి.
- లికార్డు రూమ్ లో షెల్ఫ్ ల యొక్క అమరిక ఎలా ఉండాలంటే లికార్డులు త్వరగా తీసుకొనే వీలుండాలి, ఎక్కువ కాలం సురక్షితంగా ఉండే వీలు కూడా ఉండాలి.
- కార్యాలయంలో పెద్ద మొత్తంలో ఉండే ఫైల్స్, పటాలు, చార్ట్స్ మొదలగు వాటిని భద్రపరచడానికి లికార్డు రూమ్ లో తగినంత స్థలం ఉండాలి.
- లికార్డుల దొంగతనం, నష్టం, చెదలు పట్టకుండా రక్షణ చర్యలు చేపట్టాలి.
- లికార్డులను త్వరగా వెదకడానికి మరియు తీసుకోవడానికి వీలుగా తగినంత గాలి, వెలుతురు ధారాళంగా వచ్చే వీలుండాలి.
- అగ్నిప్రమాదాలు నివారించే/ఎదుర్కొనే సదుపాయాలు ఉండాలి. సిబ్బందికి అగ్నిమాపక పరికరాల వినియోగంలో తగినంత శిక్షణ ఇవ్వాలి/ఉండాలి.
- లికార్డు సక్రమ నిర్వహణకై ప్రత్యేక సిబ్బంది ఉండాలి. సిసి కెమెరాల పర్యవేక్షణ అవసరం.
- సకాలంలో లికార్డు రూమ్ తనిఖీలు కూడా పూర్తిచేయాలి.

6. లికార్డులని సమయానుసారం సమీక్షించి నాశనం చేయడం

- లికార్డులని శాఖాపరమైన సమయానుసారణి ప్రకారం నిర్దానిత కాలం తర్వాత సమీక్షించాలి.
  - అవసరం లేని వాటిని నాశనం చేయడానికి సమర్థ ప్రాధికారి నుండి తగిన ఆదేశాలు పొందాలి.
  - లికార్డులని సమయానుసారంగా నాశనం చేయడం వల్ల స్థలం, సమయం, వస్తుసామగ్రి, కరెంట్ మరియు నిర్వహణ సమయం ఖర్చు తగ్గుతాయి.
- లికార్డులను అవసరమైనపుడు వెదకి తీసి సమర్థవంతమైన నిర్ణయం కొరకు వినియోగించుకోవడం అనేది ప్రతి ప్రభుత్వ కార్యాలయంలో సాధారణంగా జరిగే ప్రక్రియ. ఇందుకొరకు ప్రతి ఉద్యోగి తన ఉద్యోగ కాలంలో విధిగా లికార్డు కదలికల (లికార్డ్ మూవ్ మెంట్) లిజిస్టర్ మరియు వ్యక్తిగత లిజిస్టర్ లను నిర్వహించాలి. లికార్డుల ఇండెక్స్ (పబ్లిక్) కూడా ఇందుకు ఉపయోగపడుతుంది.
  - లికార్డులను ఎంతకాలం పాటు నిర్వహించాలి/భద్రపరచాలి అనే విధానం వల్ల లికార్డులను వివిధ కేటగిరీలుగా వర్గీకరించడానికి వీలవుతుంది.
  - లికార్డ్ భద్రపరచే షెడ్యూల్ అనేది, కొన్ని ఉమ్మడి లికార్డుల విషయంలో తప్పించి, ఒక్కో ప్రభుత్వ శాఖ లేదా ప్రభుత్వ విభాగానికి వేర్వేరుగా ఉంటుంది. ఆయా ఉద్యోగులు వారి వారి ప్రభుత్వ విభాగాల లికార్డ్ భద్రపరచే షెడ్యూల్ తెలుసుకొని ఆ ప్రకారమే చర్యలు చేపట్టాల్సి ఉంటుంది.

## DISTRICT OFFICE MANUAL

The Tottenham System of office procedure, as prescribed in the District Office Manual, mainly deals with the procedure to be followed for conducting routine work in Government offices. Following are some important aspects :

### 1. GENERAL DISCIPLINE

Discipline is the essential prerequisite for the efficient functioning of any office or organisation. Punctuality, Promptness, regular attendance and obedience are the basic needs of discipline. Cleanliness and orderliness, quiet and dignified behaviour, observance of silence during working hours and mutual courtesy among the members of the staff will be conducive to the smooth running of the office. Divulgence of official information and secrets is a serious offence which should not be done at any cost. Lastly, honesty is the most essential code of conduct without which all other qualities are useless.

### 2. ATTENDANCE

2.1 All Government servants are expected to attend office from 10.30 a.m. to 5.00 p.m. on all working days. An attendance register should be maintained and all establishment members should initial it as soon as they come to office. A grace time of ten minutes is allowed after which the attendance register should be closed. Permission to attend late by one hour or leave office one hour earlier, not exceeding three times in each case, can be allowed with prior sanction. Any member who attends late should sign after entering the hour of arrival. If he attends office before 2.00 p.m. with or without permission it will be treated as half day casual leave and attendance after 2.00 p.m. will be treated as a full day's casual leave. One day's casual leave should be deducted for every 3 days of late attendance. Casual leave not exceeding 15 days can be availed with prior sanction. It can be clubbed with any public holiday or optional holiday. However such a spell of leave should not exceed 10 days.

2.2. COMPENSATORY LEAVE (CPL) : If a Government Servant is directed to attend the office on a public holiday, he will be permitted, by prior sanction, to avail leave for a working day in its place. Not more than ten days of compensatory leave may be granted in a calendar year and no such leave can be availed after expiry of six months from the public holidays for which it is sanctioned. Not more than seven such compensatory leave days may be accumulated. (This concession is available for ministerial staff)

### 3. ORGANISATION

For convenient and smooth transaction of official business, the office has to be divided into sections, comprising of three or four or more Assistants according to the work load, ensuring equitable distribution of work among the Assistants. Each section will be denoted by an alphabetical letter and each Assistant by a figure suffixed to the letter by which the section is denoted. The work of each Assistant has to be specified by

an office order issued by the Head of the office. The section head should exercise control and supervision over the Assistants in his section and ensure that the correspondence is promptly attended to. He will also be responsible for promptness in faircopying and despatch of tappals.

#### 4. OFFICE SYSTEM

The method of conducting official business is known as office system. The various stages of official business, starting from opening of tappals to consignment of files to records, comes under office system. The progress of work at various stages will be watched through appropriate registers prescribed under the District Office Manual. The catalogue of registers to be maintained to conduct official business is given at pages 6 to 9 of the District Office Manual.

#### 5. OPENING AND REGISTRATION OF TAPPALS

- 5.1 There should be an office order regarding distribution of tappals in any office.
- 5.2 Generally, soon after the tappal / dak is received, the tappal should be opened, preferably in the presence of the Head of office or his Personal Assistant or any authorized officer. Important communications such as letters from Government, Heads of departments, D.O. letters and confidential letters addressed to the Head of the office must necessarily be opened in the presence of the Head of the office and seen by him before distribution to Assistants.
- 5.3 The officer, in whose presence the tappal /dak is opened, must peruse the tappals and give appropriate instructions at the stage of perusal of tappal itself, particularly in respect of urgent and important papers indicating the action to be taken. The tappals Assistant will thereafter sort out the tappals section wise and give them numbers, serially, as per the Distribution Register. Cash and other valuables will be entered in the Security Register. When the tappals with the Distribution Register is received in the section, the section head should go through them, note the instructions of officers, if any, on them and then mark them to the concerned Assistants. It should be ensured that all the Assistants to whom the tappals are marked in the Distribution Register should acknowledge them without fail. Otherwise, it would become difficult to account for the unacknowledged ones in the Distribution Register at a later stage, especially at the time of office inspection. Papers marked F (to be filed), XL DL Dis (to be lodged), need not be entered in the Distribution Register.

#### 6. REGISTRATION

- 6.1 The tappal received by clerks contain either new cases (for which there is no pending file) or old cases (for which there is a pending file). Tappals received by clerks should be registered in the Personal Register with out delay. New cases have to be registered as fresh currents noting the details, as required in col. 4. Old cases have to be clubbed with the pending currents duly noting their particulars in col. 9 and 10 of the PR. A current which



originates in the office is also registered in the Personal Register like any other new case, but in col. 4 the word "arising" has to be noted under the head "title".

6.2 Under the head "title" in col.4 of the Personal Register, appropriate main head and subhead should be given from the list of index heads in Appendix A of the DOM.

6.3 While opening a new Personal Register at the beginning of the calendar year, sufficient number of blank pages should be left to bring forward the currents of the previous year, which could not be closed by 31<sup>st</sup> March. Not more than three currents have to be entered on the page and they have to be divided by red lines. The main head has to be underlined in red ink.

## 7. MAINTENANCE OF FILES

7.1 A file includes both current and note file. The current file comprises of incoming and outgoing references and other intermediary correspondence other than routine reminders. The note file is the one on which notes are written summarising the facts reported in the reference, citing relevant provisions of law, rules, and orders of Govt., or other superior authorities, wherever required, and pointing out the matters requiring orders or clarifications.

7.2 The pages of the current file and the pages of the note file have to be tagged separately. The pages of the current file have to be numbered in red ink and the pages of the note file in black or blue ink, chronologically. Files have to be maintained neatly.

## 8. NOTING

8.1 Notings should be brief and to the point and should be in simple language. The object of the note is to present, in the most intelligible, condensed and convenient form possible, the facts of the case, accompanied by a brief facts of the case, if any. Points at issue requiring orders / clarifications etc. are to be examined with reference to any useful precedent, rule or Law and put up in order to enable the officers to arrive at quick and correct decisions.

8.2 Reproduction of facts already available in the file is not necessary. While drawing attention to the facts already available in the file, any other important or new points and precedents, if any, could be mentioned in the note. A leading note is improper and should be avoided.

## 9. CURRENT FILE ARRANGEMENT

The current file, with papers arranged chronologically, numbered in red ink and tagged together neatly, should be put up along with previous papers, or disposals obtained from Records for reference in flat file padmarked 'Ordinary', 'Urgent', 'Very Urgent' as may be appropriate. Statements and maps should be placed for reference below the current file.

## 10. REFERENCING

Referencing is one of the important elements of noting or drafting for quick and proper

disposal of papers. Facts of a case previously noted or reported, relevant previous decisions or orders, Precedents, authorities and provisions of law should be aptly referred to in the notes. Any relevant portion in the pending file should also be referred to. Referencing is made by noting the page number of the current file or note file and the disposal number, G.O.No. Name of the Act., code or manual. Reference should be done in pencil in the margin of the note file or draft put up. Where disposals are put up for reference, they should be flagged. The flag of each disposals or statement put up should be denoted by an alphabetical letter. Flags attached to the disposals should be pinned only to the outer dockets. Flags should not be attached to any page of the C.F. or N.F. or to any page of any code, act, book or stock file.

## 11. LINKED FILES

Where pending files are put up for reference they should be linked to the main file on which orders have to be passed, by placing them underneath of the main file. The main file and linked file should be tied together with the strings of the linked file, if there is only one or more than one linked files. A slip should be fastened to the flap of each linked file indicating L.F.I, L.F.II and so on. The slip fastened to the top file should indicate "top file for orders and linked file for reference".

## 12. DRAFTING

- 12.1 After orders are passed on note file draft should be put up. In simple cases, where discussions on note is not necessary, draft may be put up along with the note.
- 12.2 The draft should be with a proper title, whether it is memo, or letter or proceedings. The title should almost be the same as shown in the note file, with suitable modifications to indicate the exact nature of the reference made or orders passed.
- 12.3 Below the title, the references received from outside and the references sent, other than routine reminders, should be cited in chronological order.
- 12.4 The draft should be on the lines of the approved note taking into account the observations and comments made by the officers and orders passed. It should be in easy and natural style, and concise and at the same time comprehensive. Words or phrases which lead to ambiguity, confusion and necessitate looking back for date, person or thing referred to should be avoided. The following should also be avoided (i) long words (ii) foreign or classical words or expressions (iii) vague and clumsy phrases (iv) colloquial phrases, such as "so impertinent", "so many time", "not too bad" etc., (v) phrases which show discourtesy, "care to" (vi) short abbreviations (vii) split infinitives etc.

## 13. VARIOUS TYPES OF COMMUNICATIONS, THEIR FORM AND PURPOSE

- 13.1 The various types of communication are (i) Memo (ii) Letter (iii) D.O. Letter

(iv) Proceedings and (v) Telegram.

- (i) MEMO is a reference made to a subordinate or to petitioner.
- (ii) LETTER is a reference made to an officer, often equivalent in rank, or to an officer of other department.
- (iii) D.O. LETTER is generally written where personal attention of the officer concerned is required to be bestowed.
- (iv) PROCEEDINGS is the final orders passed with reference to certain powers invested.
- (v) TELEGRAM should be brief and intelligible. It should be accompanied by a post copy.

13.2 The communication should be precise and brief, setting forth the points in which clarifications or orders are required.

13.3 The proceedings should be complete in itself, with the title at the head, followed by such description as the communication with reference to which the proceedings are passed as will be sufficient to enable any officer to whom it is communicated to trace the previous correspondence on the subject in his office without any delay.

#### 14. REMINDER DIARY

To watch the action on and ensure prompt replies to Government letters or other superiors, to watch action on urgent and important references from others and ensure prompt replies to them, reminder diary should be maintained by each clerk/section head.

#### 15. DISPOSALS

15.1 The various kinds of disposals are :

- 1.R. Dis - to be retained permanently.
- 2.D.Dis-to be retained till the prescribed period of retention (10years normally. Period can be extended, where necessary by obtaining order for further retention) .
- 3.L.Dis - to be retained till one (or three) years.
- 4.N.Dis - to be returned in original -
- 5. F.Dis - to be filed
- 6.X.L.Dis - to be filed without numbering.
- 7.X.N.Dis - to be returned without numbering

The nature of disposal depends on the importance of each file.

15.2 Government orders and proceedings of Heads of departments have to be filed normally. But, some of those Government orders or proceedings, require further action at times. Such papers should be registered in Personal Registers and final disposal given as R.Dis. or D.Dis as is necessary.

15.3 Great care should be exercised in marking the nature of disposal.  
The Section head is responsible for marking the correct nature of disposal on the paper.

For classifying a disposal under "R" series orders of the head of the office have to be obtained. The Heads of the departments have since been empowered to prescribe suitable period of retention based upon the peculiar nature or work done in their departments and the estimated period of utility for reference, after getting such record retention schedules approved by the concerned administrative departments of the Secretariat (vide a new note added under para. 63 of the DOM in G.O.Ms.No. 65 GAD (Ser.C) dated 27.12.82). Consequently, in some departments new disposals i.e. "K.Dis" etc., with 3 years of retention or 5 years of retention have been prescribed.

- 15.4 Further, as per the amendment issued to para. 80 of the DOM in the above G.O.Ms.No.65 GAD (Services.C) dt.27.12.82 at the initial stage of sending disposal in the "L.Dis" and any other series with limited periods of retention for less than ten years, it should be examined closely whether the disposal needs to be rescrutinised after the prescribed period of retention and to be certified as fit for destruction or for further retention. The docket sheet of each such disposal should therefore carry a certificate to the effect. "To be destroyed straightaway / sent back for rescrutiny in the year ..... after the prescribed retention period" (words not applicable to a disposal to be struck off). R Disposals require scrutiny after 50 years in order to see whether they still require to be preserved or not.

#### 16. DISPOSAL JACKETS

The R and D disposals should be covered with brown paper jackets and the entries should be made on the jackets as instructed in paragraph 65 of DOM.

#### 17. CALL BOOK

References of the Government and Heads of departments calling for a report after one year or so, and such other references where report is due after one year or so and where no action is necessary for more than six months will be entered in Call book closing the current in the Personal Register. The tappal clerk or record keeper will be responsible for the proper maintenance of the Call book. When the time noted in col. (5) of the Call book for taking action approaches, the current should be reopened giving a fresh current number and entering in the personal register. As soon as this is done, the entry in the Call book should be rounded off.

#### 18. PERIODICALS

The purpose of the periodicals will be defeated if they are not sent or received in time. To ensure receipt of incoming periodicals in time advance reminders should be issued. Where an outgoing periodical has to be compiled on the basis of figures furnished or reports made in the incoming periodicals, the compilation should be done expeditiously and outgoing periodicals despatched in time. Each periodical will be assigned a periodical number. There will be only one set of serial numbers for periodicals in an office, depending on the nature i.e. whether weekly, fortnightly, monthly, quarterly, half-yearly, annual etc. A

Consolidated Periodically Register has to be maintained for the entire office. A Periodical Register showing the incoming and outgoing periodicals, to be dealt with by each clerk has to be maintained by him. Periodicals should not be given R, D. or L. Disposal. They should be simply filed with the periodical numbers only.

#### 19. FAIR COPYING AND DESPATCH

- 19.1 Fair copying and despatch should be done without any delay. The Superintendent, fair copying section should see that there is no delay at any stage of fair copying, comparing and despatch where there is pool system of typing in any office.
- 19.2 When the Superintendent, fair copying section, receives an approved draft for fair copying, he should check up whether all the particulars necessary for typing are available on the draft, such as the reference or disposal number, if it is a disposal, its nature, person or persons to whom it is to be sent, the enclosures to be sent with it, etc. He should also see if it is a R or D disposal, whether the Index slips in duplicate showing the title as noted in the draft has accompanied the draft. After satisfying that all the above details are available on the draft, he should give it to the typist for typing. Soon after they are typed, they should be compared with the approved draft, get them signed by the Head of office or concerned officer and dispatched.
- 19.3 A Fair Copy Register as in Form IV, should be maintained in the section. It serves as a dispatch register as well. Now-a-days, in many of the offices, section wise typists are allotted. The Head of the section should check the Fair Copy Register maintained by the typist at the end of each day to ensure that no delays are made in fair copying of the approved drafts. In most of the offices, a separate dispatch section is organized. For postal delivery, stamp account has also to be maintained besides the Postal Dispatch Register. For communications to be delivered locally by hand a separate register "Local delivery book" should be maintained and should be periodically checked.

#### 20. PREVENTION AND CHECKING OF ARREARS AND DELAY

- 20.1 The section heads should exercise effective supervision over the assistants in their sections to prevent delays and arrears. The periodical checking of Personal, Periodical and other Registers even with long pending currents critically, will be an effective check to prevent delays and arrears. The Superintendent and the officer concerned should point out the delays and other irregularities, in the running note file accompanying the personal and periodical register put up for check, as per the programme of check drawn up and issue suitable instructions for avoidance of delays and rectification of defects. Compliance with the instructions should be insisted within 48 hours and non-compliance should be taken serious notice of.
- 20.2 Reminder should be issued promptly. A Reminder Diary should be maintained by each clerk for this purpose, which should also be checked periodically along with PRs etc.

- 20.3 Arrear Lists showing the pendency of currents, should be put up with the Personal Register. Long pending files should receive special attention of the section head.
- 20.4 Business return is prepared every half year to enable the head of office or his superiors to watch the progress of business in the office and to take suitable action for the reduction of pendency and arrears.

## 21. INDEXING OF THE TITLE

Preparation of index slips and their filing in the manner laid down in paragraphs 100 to 102 should carefully be done. The index title should correspond with the heading of the final draft and be normally identical with the entry made in col. 4 of the personal register. One copy should be retained with the clerk and the duplicate copy should be retained in records. At the end of the year, the record clerk should prepare a general index register showing all the R.Dis and D.Dis files separately. The Index Register should be in the alphabetical order for ready reference. It should be typed or renewed and supplied to all sections and all officers.

## 22. RECORDS - FILING - MAINTENANCE & CUSTODY

Before the receipt of any disposal (handed over to the record keeper) is acknowledged, the record keeper should verify whether all the pages in the disposal have been numbered, securely stitched and are in tact, whether the disposal number has been correctly noted and the disposal has been properly docketed, and if it is a R or D disposal and whether duplicate copy of index slip has accompanied it. According to the amendments issued to the DOM para 81, disposals have to be arranged in the record room basing on the year of disposal and not according to the year of the current as is obtaining hitherto.

## 23. RESPONSIBILITY OF CLERKS AND HEADS OF SECTIONS

Every assistant is responsible for the safe custody of the files, registers, stock files and other records in his charge. If any document submitted for orders bears a court fee or adhesive stamp, he will be responsible for seeing that it is punched. This does not however absolve the Heads of sections from the responsibility from seeing that stamps are punched.

## 24. SUBMISSION OF FILES AT HEAD-QUARTERS OR CAMP

- 24.1 All the files should be sent to the officer concerned who is on tour in locked tappal boxes preferably steel boxes, with an invoice. The camp assistant of the officer should verify the tappals received with the invoice. The same procedure should be adopted when tappals are returned from camp. The invoice will be prepared by the camp assistant and the tappals on receipt in office will be verified by the tappal assistant.
- 24.2 When an officer is at head quarters, papers for orders, approval and signature should be submitted daily in one or more batches.

24.3 Confidential papers should be in separate confidential boxes locked and sealed.

## 25. PRECAUTIONS AGAINST FIRE

25.1 The precautions against fire to be observed in public offices are given in appendix-c.

25.2 Required fire fighting equipment should be kept and they should be maintained in good condition. Office staff should be given practical drill. The head of the office should nominate an officer in his office for conducting the drill.

## 26. ECONOMY IN THE USE OF STATIONERY

Utmost economy should be observed in the use of stationery as per the instructions contained in para 140 of the District office manual at page 59 to 61.

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## REGISTERS TO BE MAINTAINED IN AN OFFICE

Office is a work place where teams of people work together, mostly in a hierarchy. People are paid for their efforts by the organization. An office is a kind of control tower where information is processed to facilitate a competent authority to take decisions to achieve organizational goals.

“System” is “doing the things methodically by following certain procedures laid down with a clearly defined roles and responsibilities for smooth and effective functioning of the office”. In government offices the procedure to be followed is prescribed by rules.

Common Office Functions :

“Function” here refers to the activities you perform in office, irrespective of the kind of work assigned to you. In other words, whether you work in administration section or accounts section or any other section, you all perform “some” common office functions. These functions would be to collect information, classify the information, record the facts to take decisions, communication of decision or the desired information, monitoring the progress and to store the information. In a nutshell

The general/common office functions are:

1. Collection of Information: Information will be collected either by orally or through written communication form.
2. Classify the Information: The information collected will have to be classified according to subject area and put into different files which helps us to retrieve any specific paper as and when required.
3. Processing of Information is nothing but bringing all relevant papers/facts/information relating to specific area/subject at one place and put up to

the competent authority to facilitate to take a decision.

4. Communication of Decisions: Once a decision is taken on any issue/ activity, the decision will be communicated to the concerned people/organisation.
5. Monitoring the Progress: This is one of the very important functions of an office and needs more attention. We have to follow up our communication to get the required information or reports or returns. This should be done periodically.
6. Storing the Information: This broadly refers to "record management".

#### Registers to be Maintained:

Tottenham system prescribes various Registers to monitor the progress of work in the office. These Registers will help not only to watch the progress but also reduce delay and cut down the arrears.

1. New Case Register
2. Inward Register
3. Distribution Register
4. Security Register
5. Personal Register
6. Fair Copy Register
7. Register for Despatch by Local Delivery
8. Register of Stamp Account
9. Periodical Register
10. Call Book
11. Copy Application Register
12. Record Issue Register
13. Government Suits Register
14. Pauper Suits Register
15. Register of Immovable Properties purchased by Government in Civil Court Cases

Let us now discuss about these registers, their purpose and formats.

#### 1. New Case Register:

If you are working in Revenue Department, you may be familiar with it. This register is maintained only in the District Collectorate and offices attached to Revenue Department. In other offices only an "Inward register" is maintained. The format of the New Case Register is given below:

Current number	Section letter clerks number	Nature(R.D.F.L. or N., and date of disposal	Record- keepers initials
(1)	(2)	(3)	(4)



## 2. Inward Register:

All tappals received in an office, after the Head of the Office sees them, will be entered in the "Inward Register".

It is maintained for a calendar year. Continuous serial number is given starting from 1<sup>st</sup> January to 31<sup>st</sup> December of each year. The tappal once entered in this register with a serial number is called a "Current".

You might have seen different practices exist in different offices. In many offices signature of the Assistant receiving the currents is obtained as an acknowledgement in the same Inward Register.

## 3. Distribution Register:

This is also in practice that the currents are separated section wise and distributed to each section through a "Distribution Register" and Acknowledgement from the concerned Assistant is taken in the register.

The format of the Distribution Register is as follows:

Serial No.	Date	Sufficient description of communication or enclosure (outside number, if any)	Section letter and clerk's	Clerk's initials
(1)	(2)	(3)	(4)	(5)

## 4. Personal Register: (PR)

Every Dealing Assistant (Junior/Senior assistant) must maintain a Personal Register. This is considered as one of the most important Registers to be maintained by every dealing assistant. All currents received will have to be entered in the PR by each Dealing Assistant.

There are Two types of Registers that are maintained in Government offices. In Heads of Departments and State Secretariat, the PR contains 15 columns. Whereas, the PR with 10 columns is maintained in District and other offices.

The difference is that columns 4,5,&6 of the PR maintained in the offices of HODs dealing with "Title; from whom; & out side No. & Date" are clubbed into one column i.e., column No. 4 in the PR maintained in the subordinate offices. Similarly columns 9,10,&11 are clubbed into one column No. 8 of PR maintained in subordinate offices.

## 5. Security Register:

The title of the register itself is communicating the purpose of maintaining this Register. All valuables, such as, Cheques, Demand Drafts and valuables received in the office are entered in this Register instead of Inward Register.

The security register (all papers containing valuables should be entered in this register). Papers should be numbered in this register in the presence of the officer opening the tappal who should affix his/her initials to the entries. The format of this is given below:

Consecutive number in	Date of receipt	From whom received	Date and number of the current	Purpose of the current	Particulars of valuables enclosed	Section and group dealing with	The subject and the initials of the officer receiving custody of valuables	Signature of the head of the office and date of receipt by him	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	

### 6. Fair Copy Register:

Draft letters/communications after approval of the competent authority are to be typed neatly with out any mistakes duly formatting the text and incorporating all the corrections and modifications done in the draft before sending for despatch. This is called as fair copying. Utmost care should be taken while fair copying a letter, as it will go to a person or organisation. Any mistakes in the fair copy reflect on the functioning the office.

The purpose of maintaining a "Fair Copy Register" is to monitor the progress and to know about the workload. Depending on the workload, if necessary, make alternate arrangements. The format of the "Fair Copying Register" is as given:

Serial number	Number of description with date of approval of the draft	Date of receipt of Superintendent	Number of pages (Single line spacing)		Designation of typist to whom allotted
			Estimated	Actual	
(1)	(2)	(3)	(4)	(5)	(6)

(In case of only typist(s) working in the office)

Date of receipt by typist	Date of receipt of fair copy from typist	Date of signature of fair copy	Date of despatch	Initials of the fair copy Superintendent
(7)	(8)	(9)	(10)	(11)

### 7. Local Delivery Register:

Once a letter is fair copied, this is to be sent to the concerned addressee. The addressee may be from the same place where your office is located or from other place. Any letter delivered is to be acknowledged. For this purpose a "Local Delivery Register" is to be maintained. Some times you may have to send local letters also urgently. In such case an acknowledgement will be taken on a separate paper and that will be pasted in the register so that entire information relating to local delivery will be available at one place.

### 8. Stamp Account:

In case of the letters to be sent to places out side the place where your office is located, you have to send them by "Post" for which postal stamps to be pasted. That means, sending by post involves money.

When ever money is involved in any transaction, you should take adequate precautions for proper accounting. The format for maintaining "Stamp Account" is as given below:

Value of stamps		
Received Rs.	Spent Rs.	In hand Rs.

### 9. Periodical Register:

Any Report/Return, which is to be sent at regular intervals, is called as Periodical Register/Return. To monitor this activity, a "Periodical Register" will be maintained in every office in which the details about all the periodicals, their receipt and the date of sending etc., will be entered. The format of this register is as given below:

Serial number	Name of periodical	Date due and from whom due	Date of receipt
(1)	(2)	(3)	(4)

Out going periodical		
Date due and to whom due	Date of despatch	Remarks (Here enter reminders and replies to reminders)
(5)	(6)	(7)

Points to be noted:

1. No current numbers are given to the papers received in respect of periodicals
2. A Periodical Register is maintained for each year starting from 1<sup>st</sup> January to 31<sup>st</sup> December.
3. Continuous serial numbers are given to all periodicals
4. Every Dealing Assistant will maintain a Periodical Register in respect of periodicals dealt in his/her seat.
5. The dates of incoming periodicals and out going periodicals are to be entered in to the register.
6. Every Dealing Assistant should take adequate care for timely sending of the out going periodicals and also to obtain in coming periodicals.

#### 10. Call Book:

The Call Book helps in prompt action, particularly, in time boundcases. In case of a situation, where a Court case is due for hearing before a Court on a particular day, may be after 6 or more months, you need not keep all such files with you without any action. Further, you may, due to other busy work, tend to forget the date of action on such file(s).

To avoid such situations, Tottenham system prescribes a register called " Call Book". The format of the Call Book is given below:

Serial No.	Personal or Current Register number	Date of entry in the register	Subject	Details of order to lie over, e.g., when further action is due, etc.	Fresh new case number assigned and date of revival in the personal register
(1)	(2)	(3)	(4)	(5)	(6)

Please see the column No. 5 of the above format, which indicates when the next action is due.

You will be sending a file to the "Call Book" when action is not required for more than six months duly taking orders for the competent authority. When a file was sent to "Call Book", it becomes a disposal and sent to record room. The Record Assistant will watch the date of next action and send the file back to the dealing Assistant on time for further action. The dealing Assistant may on his/her own call for the file as and when it is required. When the file is called back, the file is to be dealt with a "fresh" number.

#### 11. Record Issue Register:

Files disposed off after completion of action, Registers after their use etc. are called "Records" which are to be retained for future reference for a period of time as prescribed. All disposals, completed Registers etc. will be sent to the Record Room.

When a disposal is needed for reference purpose, you can obtain from the record room duly acknowledging. It is the responsibility of the record assistant to maintain such register and ensure prompt return. The Register maintained for this purpose is called "Record Issue Register". The format of the register is follows given below:

(1)	Date
(2)	Hour of handing over the sealed bag to the police guard or night watchman
(3)	Signature of the record keeper or the assistant handing over the sealed bag
(4)	constable with his number or the signature or the thumb impression of the night watchman taking over
(5)	Hour of taking back the sealed bag from the police guard or night watchman
(6)	Signature of the head constable or the signature or thumb impression of the night watchman handing over the bag to the record keeper or his assistant
(7)	Signature of the record keeper or his assistant acknowledging receipt of the bag
(8)	Remarks, if any.

#### 12. Copy Application Register:

This Register is maintained only in the Revenue Department. You will be making entries in respect of Copy Stamp Papers received with copy applications and cash for the purchase. These applications, though they are received with cash, should not be entered in the security register. They should necessarily be brought to "Copy application register".

#### 13. Government Suits Register:

You might have dealt, if not, might be aware that Government may file "suit" against some body or somebody may file a "Suit" against government. It is necessary to pay more attention towards the proceedings of such suits. This is a very important activity and one should not take any lenience in this regard. Some of the cases may sometimes prolong for years. All such "Suits" are entered into the Register called "Government Suits register". The format of the register is given below:

Serial number	Name of court and number of suit or appeal	Result of the suit or appeal and date of decree	Date of receipt of copies of judgement and decree	Amount awarded in favour or against Government	Date of satisfaction of decree where it is adverse to Government	Date of application for execution of decree where it is favourable to Government	Amount collected with date and head of account to which the credit is made	Amount written off with number and date of the order sanctioning the
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

For further details in this regard, you may refer to "Board Standing Order No. 95 of Revenue Code.

#### 14. Pauper Suits Register:

This Register is maintained only in District Collectorates and hence applicable to Revenue Department employees only. When a "decree" on a "Pauper Suit" is received, it should be entered in the New Case Register. After entering into the New Case register, you need not enter into Personal Register. A special Register called "Pauper Suits Register" is to be maintained by you in which all such decrees will be entered along with New Case Register. The format of this Register is given below:

Serial number in the ledger	Name of the Court	Number and year of suit	Names of persons liable to pay the institution fee	Amount due	Steps taken to collect the amount with date of each action	How disposed of (amount collected written off)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

#### 15. Register of Immovable Properties purchased by Government in Civil Court Cases:

This Register is maintained in the Revenue Department and in the district collectorates. This register is maintained to watch the steps taken for the disposal of property purchased by Government in civil court cases annually. The format of this register is given below:

(1)	Serial Number
(2)	Taluk
(3)	Village
(4)	Survey number or name of the field. In case of house and house sites the name of the hamlet or street
(5)	Description whether ryotwari inam or zamindari in case of lands. In case of lands in zamindariis and inam villages and in case of house sites note the boundaries also
(6)	Dry or wet. In the case of houses, the description tiled, thatched, etc., should be noted.
(7)	Extent. In case of lands in un surveyed tracts or in case of houses, note also measurements
(8)	Assessment or rent payable to the zamindar or inamdar
(9)	Name of the person for whose default the property was sold in the Civil Court
(10)	The name of the Civil Court which passed the decree
(11)	The number of the suit and the execution petition in which the property was purchased
(12)	Date of purchase by Government
(13)	Amount for which purchased
(14)	Particulars of subsisting encumbrances a) Nature of the encumbrance b) The amount payable to the encumbrance c) The date on which the encumbrance can be cleared; and d) The date on which the encumbrance was cleared
(15)	If leased out, date of lease, period and amount of lease
(16)	Amount and date of collection of the lease amount
(17)	Date on which resold
(18)	Amount of sale proceeds
(19)	Remarks (date and number of Collector's orders)

## TAPPALS AND FILE MANAGEMENT

### Receipt and distribution of tappals:

You are aware that in Government offices large number of communications are received. All such communications are termed as Tappal. These communications or letters are received, sorted out and distributed to the concerned dealing assistants. In big offices where the strength is more, a separate section may be looking after this activity. In small offices a clerk/Assistant may be entrusted with this work. In very small office where there is only one assistant he/she has to attend to the receipt of communications also besides other work.

The communications received by the office may be in the form of memos, letters, DO letters, proceedings, GOs etc received either from government i.e. Secretariat or other government offices or common public. The tappal is generally received in two ways:

- i) Either by messenger from local offices or public who visit our office or
- ii) By post.

### Receipt of Tappals

The tappal clerk in an office receives tappal in the tappal section. In the official style of communication, the letters are normally addressed by designations except in few cases. In such situations, letters received addressing the Head of Office or senior most officers in the organization by designation will first reach the tappal section. The concerned functionary in tappal section would send it to the officer concerned.

We generally call the tappal section as 'Inward section'. In many offices, the inward and outward i.e. sending letters to other offices is being dealt in one section generally called as 'Inward' and 'Outward section'. The tappal clerk is called as inward clerk. It is the responsibility of the Head of the office to issue proper orders entrusting the inward/tappal work. Irrespective of the size of office, proper office order should be there entrusting the work.

#### i) Confidential tappals

By this you refer to tappals bearing security grading. Security grading means tappals with markings like confidential, Secret and top secret etc.

#### ii) Urgent Tappal

It means tappals marked as immediate, Top priority. You may like to note that there are only two types of urgency grading in Govt. Others markings like 'most immediate', 'urgent', 'most urgent', 'today' etc are not to be used.

#### Precautions

Whenever a communication is received locally, the tappal/inward assistant



affixing the office seal and date should acknowledge it. Whenever he/she receives letters from the postman they should be verified to the correctness of the address and if any letters of other offices are delivered wrongly they should be returned to the postman

#### Perusal by officer

Previously there used to be an inward box duly locked in all offices. The duty of the tappal clerk is to acknowledge, receive the letters and put them in the box. The box is opened before the AO or the officer to whom the responsibility of opening the tappals is entrusted and the covers opened.

The officer entrusted with this responsibility should see that all-important communications received from government & superior officers etc. should be perused by the Head of the Office/Dept or Collector. Other communications should be marked to the officer concerned for his/her remarks and further action.

Depending on the nature, the officer should give endorsement on the tappal. To save time and for easy understanding certain endorsement are indicated in the Tottenham system. They are:

#### MAINTENANCE OF PERSONAL REGISTER:-

You have seen that written communication in various modes is received in an office and entered either in the Inward Register or Distribution Register and distributed to the concerned Dealing Assistants duly taking their acknowledgments. In our normal life when a letter comes to us from friends, relatives or Bank, LIC, Municipality etc., it is our choice either to read it, not to read it or take action on it or not. However you will agree that if a bill is received from Telephone, Electricity or Municipality etc. it is necessary for you to pay the bill before the due date. Otherwise you may be put to lot of inconvenience. Isn't it? Similarly in Government offices if the Communications are not attended in time ultimately public are put to lot of inconvenience. That is why each current received in the office needs to be registered in the Personal Register and action taken accordingly.

#### Personal Register and its columns

There are Two types of formats. One a fifteen (15) column, which is being used in Secretariat and Heads of Departments and the other one a ten (10) column PR, which is being used in District and Mandal offices. Though the No. of columns are different the meaning and purpose is the same. You could also notice an eleven column PR in some offices.

The format of the 15 column PR is as follows:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Serial No.	Current No.	Date of receipt by Asst	Title (Main head <small>underlined</small> )	From whom received	Outside No. & date	Submitted by Asst	Returned to Asst	Form of reference	To whom	Date	Reply/fresh current No	From whom	Outside No. & date	Nature & date of Disposal

### Significance of each Column

Each column is self-explanatory. However, the significant points in maintenance of the Personal Register and its columns are highlighted as under:

- \* It is maintained by all the dealing Assistants.
- \* It is maintained for one year i.e. the Calendar year i.e. 1<sup>st</sup> January to 31<sup>st</sup> December of the year.
- \* Old personal Register that is of the previous year should how ever be continued up to 31<sup>st</sup> March of the current year.
- \* Un disposed currents pending as on 31<sup>st</sup> March should be brought forward to the new PR of the current year.
- \* For the purpose of entering the brought forward currents in the new PR, sufficient number of pages should be left while making entries of the New Year. Since the assistant is well aware of the subjects he/she is dealing and the likely files that will be pending after 31<sup>st</sup> March, he/she can allot that many pages required for the brought forward currents.
- The first column in the PR is the serial number. The serial number is given continuously from January to December. It indicates the total currents received by an assistant in the year.
- Column two: The number as indicated on the current in the inward section should be entered here.
- Column three: The date on which the current is received by the Assistant should be entered here.
- These three columns are common either in the 10 or 15 column PRs.
- All fresh/new currents are to be entered in the PR in columns 1 to 4 of 10 columns PR and 1 to 6 of the 15 columns PR.
- In respect of clubbed currents entries are however made in the columns 1 to 4 only in both 10 & 15 columns PR. But details like Title etc are not written here. Entry is made indicating the file number to which the subsequent current is related to i.e. the file number is indicated in column 4. This indicates that the current is clubbed with the already pending file.

- Column four indicates title. Writing a title is very important. Identification of a file is done based on the title only. DOM gives a list of index heads. They are indicative only and many more may be required in your office or you may not need some of these index heads. It is important that whenever you write the title, adequate care should be taken to give appropriate title
- In the Title the subject main head should be underlined in red ink. But all sub-heads need not be underlined.
- Whenever the brought forward currents are entered in the PR on 1<sup>st</sup> April, a certificate to the effect of entry of BF currents (Certified that all currents pending in the previous years PR as on 31<sup>st</sup> March are brought forward to the current years PR) on 1<sup>st</sup> page of the new PR and to be attested by the Section head/Superintendent .
- Column five of ten column PR and Column seven of the fifteen column PR indicate the date of submission of the current by the Assistant i.e. to say on which date that particular current is put up to higher officers for taking a decision.
- Column six of ten columns PR and column eight of fifteen columns PR indicates the date of return of it after orders are passed by the officer.
  - In respect of clubbed currents further details like outside number, date and from whom received should be entered in columns 8 & 9 of the 10 column or 12, 13 & 14 columns of 15 columns PR. Without making this cross referencing you should note that entry in respect of the current is not complete.
  - Reminders should be entered in red ink.
  - On each page of the PR, 2 or 3 currents should be entered. In each file there will be correspondence and you require space to make certain entries.
  - It is also necessary for you to see that the entry of one file does not mix up with other. For this purpose you are advised to draw a red line separating two files.
  - Whenever the action in the file is completed and it is recorded and no action is required, the nature of disposal should be noted in the last column i.e. 10<sup>th</sup> or 15<sup>th</sup> as the case may be.
  - Once the current/file is disposed/recorded, the current in column 2 of the PR should be rounded off in red ink.

#### Currents & Classification

Normally you find the currents that are received in the office are classified into:

1. Ordinary & Urgent
2. Routine & Confidential
3. Paper communication & Electronic
4. New and Old

Though all those listed above are correct, in government offices for the purpose of registering the communications they are classified into the 4<sup>th</sup> category i.e.

New cases and Old cases.

### NEW CASES

In every office receives tappal. Those communications, which do not have any relevance to the previous correspondence in the office are called the new cases or new currents. If in an office an application is received from one of the staff member requesting to sanction Tour advance for an official tour, the application received in the office becomes a new case.

In the situations where no out side communication is received, but you start a new issue. Ex: The Electricity connections in the office are damaged because of which the lights, fans etc. are not working. We will normally prepare a note for getting the damaged electrical wiring etc. In such cases, where the issue arises within the office and no previous file is pending, it becomes a new case.

In this way we have two types of new cases. 1. A communication is received from out side the office or from an employee within the office; 2. that arises with in the office.

### OLD CASES

Whenever a communication is received in the office where a previous file on the same subject is pending, such communication is called old case. Normally in government offices it is called clubbed current, because it is clubbed with the pending file on the issue.

Ex: If the application for sanction of TA advance is a new case, another application asking for additional amount in view of the hike in transportation charges becomes an old case or clubbed current. Such old cases have relevance to the file already pending in the section and hence no separate file need to be opened. Instead, they should be clubbed with the pending file and action taken considering what has happened earlier.

### Registry in the Personal Register

When the Assistant receives currents, the first and foremost thing to be done is to enter them in the personal register. You should always remember that non-registration of currents would be treated as dereliction of duties and disciplinary action can be taken against them.

When currents are received first you should check up whether they are new cases or old cases. All new cases should be taken first and entered in the personal Register. You know that only 2 or 3 currents should be entered in each page, since further correspondence that emanates on this current need to be entered against it in the PR. All old cases are the clubbed currents should then be entered in the PR.

You know the details of columns and their significance. For all new cases, columns 1 to 4 should be entered i.e. Serial number in the PR, Current number as given either in the Distribution or Inward register, date of receipt by the assistant. Column 4 deals with Title, From whom and Outside Number and date.

Once the registry in the PR is over, the next step is to put up the paper. Whenever a current is put up by the assistant necessary entry should be made in column 5. When the file is seen by the officer and returns to the assistant the entry of such returning of the file should be made in column 6. If it is ordered to send a

communication, the draft of such communication should be put up and again entries in column 5 and when it comes back entry in column 6 should be made. Entry in respect of the form of communication (normally we use four types of communications i.e. Memorandum generally called Memo, letter, DO Letter and Proceedings.) to whom it is addressed and the date of approval of the draft should be entered in column 7.

Suppose a reply is received on our communication or they send a reminder to us, entry in respect of such current should be first made in columns 1 to 4 and then in column 8 & 9. Finally if no further action is needed in the file, it should be disposed and the nature of disposal should be indicated in column 10 and the current number in column 2 should be rounded off with red ink.

Filling the PR columns is important for prompt action on all the communications received, watching the progress in the file, locating it and also to rebuild the file in some cases.

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## FILE MANAGEMENT

The major function of an office is to receive information, process it, communicate and store information. Processing of information is done through a file.

Any paper received by the office is to be treated with care and proper reply should be communicated. They have to be dealt in accordance with rules. The processing would be by keeping in file and process it to facilitate a decision.

### File:

File is a collection of papers on a specific subject matter. It has a number for identification purpose. It consists of correspondence portion and notes portion. Correspondence portion contains all currents (incoming written communication) and office copy of outgoing written communications. The other portion is basically for internal circulation for a decision by the competent authority. In other words you can say that generally a file consists of two parts i.e. Current file and Note file.

### Parts of a File

A file consists of two parts: current file and note file. Before starting a file whenever a current is received, the assistant should carefully go through it and see whether any previous correspondence is available or not. For this purpose he/she has to consult both the index and personal register. If not, there is a possibility of treating it as a new case though there already exists a file. This will not only duplicate the work but may cause confusion. You should remember that before registering the current, careful study of it would help you to decide whether it is a new case or old case.

### Current File:

#### Tagging of currents:

As soon as you receive the currents, the communications relating to new cases should be taken separately and each new case arranged on a flat file. For arrangement of the current file, you should punch the current and neatly tag together to see that no paper is misplaced. How to punch? You might have noticed in many offices people using the file tags and making holes to the papers with the metal attaches of the tag. In some other places you might have noticed that people tear the paper with fingers to attach the tag. Doing like this will spoil the paper and such practices should not be done. The best way is to keep a *single punch* with you and make holes with it. It is always better that the hole to the paper be made on the left hand side top giving one inch space from the side and top. The purpose of punching the paper is to see that the papers can be turned freely when the file is used. Since all papers are punched at the same place i.e. the top corner when the papers are tagged it will be tight bundle.

#### Fly Leaf

To distinguish the current and note files, a blue flyleaf should be attached to the current file on the top. It should be marked "Current file". Nothing should be written on this flyleaf as it can be removed once the action in the file is completed and used in another file.

#### Arrangement of papers

All papers in the current file must be arranged in chronological order. The current received first takes the top place in the file. It is to say that papers are arranged in the order of the dates on which they are received. That means that the arrangement is upside down.

You may be receiving number of enclosures other than regular formats, annexure etc. with a letter, such as books, maps etc. such enclosures should be separated from the current and kept separately immediately underneath the current file. They should not be tagged with the current file.

#### Page Numbering

All the papers in the current file should be numbered in red ink. Both sides of the page should be numbered. Even there is no written matter on the backside of a page it should be numbered.

#### Note File

A Note file is separate from current file. The general principle is that no notes must be written on the currents except in very simple cases. Note must be written on both sides of the paper prescribed for the purpose. The prescribed format is of two types:

1. Half margin (margin half of the width of the paper)
2. One third margin (margin one third of the width of the paper)

### Half margin

Half margin is used only when the subject dealt with invites marginal comments or orders. i.e. when orders have to be passed on a number of points in a case dealing with revision of rules etc. On subjects like this there may be need for continuous orders on various points. The note file from first to last should be run in the same fashion.

### One-third margin

One-third margin is used in all other cases excepting the above. It is also to be continuous from first to last.

### Right and Left Margins

Besides the half and one third margins in the note, the margins should be given on the left side of page one and right side on the second page. This is to facilitate stitching the record. Once the file is disposed it is stitched like a book. When this is done if both sides margin is given at the same place some portion of the note will go in to the stitching. This is avoided by giving margin at left and right sides.

### Page numbering

Similar to the current file page numbers should be given to all the pages in the note file. The note file and current file are separate and page numbers should be given separately. Unlike in current file, black ink should be used to give page numbers in the note file. The same principle of both side numbering should be followed irrespective of whether the page written or blank.

### Para numbering

The file number i.e. the current number is given on the right side top of the note file. Subject and references will be given leaving some space from the margin.

After the subject and references, the office note follows. The Note should be divided into convenient paragraphs and each Para should be numbered. This is a continuous number. Even the marginal orders given by the officer should also be numbered.

### Referencing

Whenever a note is put up, proper referencing should be done. Reference what? You have received a current and putting up for orders of your officer. What is that you are putting up? A note based on the communication you have received. So the first reference that is written in the note file is the communication you have received from out side. You might have given a page number to this current. If this is the first communication or new case, it becomes page 1 of the current file. Suppose it is a clubbed current, the number of it can only be said after clubbing it to the current file.

Whether a new case or old case for disposing it, you may need some previous references, rules, regulations, Government orders, Codes and manuals etc. Whenever any of these are put up as reference in the file, they should be properly referenced. Let us see each of these.

### Current File/Note File

A reference to every paper in the current i.e. the incoming communication should be noted in the margin of the current with pencil.

Whenever matter in the current file or note file of the same file is quoted for reference the page number of the current file, page and para number of the note file should be indicated in pencil in the margin of the note file. No flag should be kept to the current or note file of the same file.

### Disposals

Similarly whenever a record file is put up no flag should be kept to the current or note file of the disposal. Only page numbers of current file and para and page number of the disposal should be indicated.

### Stock File

Stock file is the one in which all-important orders of the government or the department are stocked subject wise. Whenever stock file is put up for reference, page number of the Government or other order referred to in the note should be indicated in pencil in the margin of the note.

### Codes and Manuals

Whenever codes and manuals are put up to support the note, rule number to be indicated in the note and reference made in the margin of the note file showing the page number in which the particular rule is available in the code or manual.

### Flagging

You have just now seen that a reference to every paper quoted should be noted on the margin of the current or the note file in pencil. Whenever a disposal is kept for reference it should be flagged. For flagging paper fasteners should be used. Attaching flags with pins is not permitted generally. Flags should be indicated in Alphabetical order as A, B, C Etc. Care should be taken to see that no alphabet comes second time. Further care should be taken to see that the flags are kept in such a way that catches the eye. Flags should be attached as given below:

**Disposals:** Every disposal file put up for reference should be flagged. No flag should be attached to the current or note files of the Disposal. Flag is to be attached to the outer docket of the disposal.

**Maps/Statements:** Maps and statements should also be flagged.

If number of flags are attached, flag A should be kept at the bottom, B above, C on B and so on. Care should be taken to see that one flag does not cover the other flag.

### Linking of Files

When it is necessary to refer one file in another file that has not been disposed of, the two files will be linked. i.e. the file put up for reference will be put up under the other file and the strings of the lower file, not the flaps, will be tied round the upper file. The strings of the upper file will be tied underneath it in a bow out of the way,



so that one may not have the trouble of untying and retying two sets of strings. Each file will thus be intact with its note file, current file and reference files, properly arranged on its own pad. The two pads must not be put together at the bottom with the contents of the two files mixed together above them. Files are not to be linked unnecessarily to refer to a paper in one file in order to dispose of the other or when the orders passed on the one will apply to each other.

When files are linked, on the top flap it should be indicated as "Linked File". If the main file is put up for orders and the other file or files put up for reference the same should be indicated. Similarly the second file whether it is put up only for reference or also for orders, should be indicated on the flap.

#### Disposals:

The types of disposals are:

1. R. Disposal.
2. D. Disposal.
3. L. Disposal.
4. K. Disposal.
5. N. Disposal.
6. F. Disposal.
7. X. L. Disposal.
8. X. N. Disposal.

#### R. Disposal (R. Dis.)

The letter "R" represents "Retention". The full form is retention disposal. The file disposed or closed under this disposal is to be retained permanently. Files dealing with very important matters like lands, buildings, service matters etc., which are required for reference at any time are required to be disposed under this category. The intention is that the loss of it will effect the government unduly. However, presently this has been changed as 50 years. After 50 years, the State Archives department has to take up a review and if the file is still required, it is to be microfilmed and retained.

#### D. Disposal (D. Dis.)

In our personal life also we retain some papers for a longer time and some for limited time. Think of an LIC policy, savings certificates etc., which will have a definite life time. Similarly in government offices also no file is going to be retained permanently. If R. Disposal is for a period of 50 years, the files disposed under D. Dis. are retained for a period of 10 years. People normally call it as a "Decade disposal", because of its retention period. But, "D" refers to "Destroy" and D. Dis. is the "Destroy Disposal". The word destroy refers to that it is to be destroyed after 10 years.

Similar to R. Dis., disposals under D.Dis. should also to be reviewed at the end of retention period before it is finally destroyed.

#### L. Disposal (L. Dis.)

"L" means, "Lodge". The retention period of L. Dis. is one year. It will be destroyed after one year. Files, which do not require to be retained for longer periods

such as leaves, increments, routine information etc., come under this category.

#### K. Disposal (K. Dis.)

The above three are prescribed in the district office manual. This is Not included among them. Later it was felt that in some departments depending upon the nature of its activity, there is need to retain files longer than one year and at the same time they need not be retained for 10 years. Government considering the position have agreed for having another disposal for the period above one year and below 10 years. "K" is being used in some departments for this disposal. Like "L", "D", "R" disposals the department does not give this name and there is no need to call it as "K" disposal.

Offices of heads of departments should list out their special records/registers including those created in their subordinate offices peculiar to the nature of work done by them. Based on the peculiar nature of work they can prescribe suitable periods of retention based upon their estimated period of utility for reference and get the special record retention schedules approved by the concerned administrative department of secretariat.

#### N. Disposal (N. Dis.)

No indication is available for "N" Disposal i.e., the full form of N is not known. You may if you like to call it as "Nil" disposal. In such cases, where you return the original with an endorsement on the current received to the sender, you will not be having any papers with you. Such sending back the original is called "N. Disposal".

#### F. Disposal (F. Dis.)

"F" indicate "File". It means that papers marked "F" are to be simply filed and no action needs to be taken. Papers marked "F" need not be registered. If marked "F.I." they should be indexed.

#### X. L. Disposal (X. L. Dis.)

"X" is an indication that the papers need not be registered. You know what is an "L. Dis.". Adding X indicates that the paper need not be registered and only to be filed in the record room.

#### X. N. Disposal (X. N. Dis.)

It is similar to X. L. Disposal. While in N. Disposal papers are registered and returned in original, in X. N. Disposal there is no need to register the papers excepting to return them.

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### NOTING

The working of the government office is a continuous affair. The policy of the government remain uniform in a given set of circumstances. It is therefore, necessary to have a written record of the reasons for adopting a particular course of action in a case so as to ensure identical treatment to a similar case coming up in future.

The "Note" thus helps in maintaining consistency and continuity to the actions and decisions of the government;

The "Note" also provide a very useful guide to the officers who may have to

handle the same or similar cases in future in as much as they reveal the line of thought and logic behind the decision taken earlier.

#### Note: Definition

“Note” means remarks recorded on a case or paper under consideration to facilitate its disposal and include précis of previous papers, analysis of questions requiring decision, suggestions regarding the course of action and the orders passed thereon.

A “Note” contains facts and figures, rules, law, procedures and precedents, if any, as also views of other sections/departments, which might have been consulted.

It helps the decision taking authority in taking a decision. It should normally comprise a brief resume of the case, the analysis/statement of the points at issue, rule position, best course of action, orders if any already passed on the subject.

“Noting” means preparing note for facilitating the competent authority to take a decision in a case. Whenever noting is done certain points should be kept in mind by the dealing assistant.

➤ Every note should contain:

- Statement of the case or problem
- Relevant facts and figures
- Procedure prescribed and precedents, (if any)
- Law/Rules etc. on the subject and their application
- Views/ advice of others (Government/Departments/sections etc. if any, consulted)
- Possible course of action
- Implications (legal, social, administrative, financial etc) of the various options available
- Suggested course of action (with reasons for such action)

How will it help?

- Facilities/ ensures comprehensive examination
- Provides written record of decision taken and justifications thereof
- Constitutes proof of approval/orders by the competent authority
- Forms a precedent for future cases
- Ensures consistency of approach
- Provides historical and evidential material

HOW IT SHOULD BE

- Recorded on a Note sheet
- Even at least one word should be carried over to the next page, instead of ending the note at the extreme bottom of the page.
- At least one blank courtesy sheet should be added for further
- Concise (comprehensive)
- Precise (business like and to the point)
- Objective and unbiased
- In third person
- Polite (temperate language, even when pointing out obvious mistakes/wrong

- statements)
- Simply worded (logically sequenced and with good readership appeal)
  - Factually correct (facts only)
  - Non-repetitive. To draw attention to some thing already discussed or available, instead of reproducing again, proper references on the margin or body of the note be made.
  - Referenced. This will also help in achieving in economy of words and comprehensiveness.
  - Short numbered paragraphs of few sentences each dealing with specific issue raised on the subject.
  - Finally signed with date by the dealing hand on the left hand bottom without wasting much space in between the note and signature.

While writing a Note – avoid

- Verbosity i.e. use of too many words
- Long and complicated sentences
- Reproduction of rules and regulations
- Bias
- Pasting or replacing the existing notes

#### NOTING SKILLS

Whenever you put up a note you should take care about the following:

Check up	-	FACTS
Supply	-	MISSING FACTS
Refer	-	RULES/REGULATIONS
Quote	-	PRECEDENTS
Suggest	-	ALTERNATIVES
Assess	-	IMPLICATIONS

Depending upon the type of the case, you have to go for either maximum i.e. a lengthy note or otherwise. Following are some of the instances you should note while noting.

Essentials:

Nature of Case	Necessity of Noting
Strategic/Operational	Maximum
Problem Solving	Maximum
Correspondence handling	Minimum
Routine Cases	Minimum
Unnecessary cases	No noting

➤ Whenever you put up a note examine the case with the following questions, which will help you.

✓ Searching Questions – One Dozen

- What is the problem?
- How has it originated the case? What is the nature of the case?
- Is it worth detailed examination?
- Can it be broken into major and ancillary parts?
- Does any part involve any other agency?
- Is there any rule/policy/guideline/precedent available?
- What are possible alternative solutions?
- Which is the best solution? Why?
- What should be its implication?
- If not worth detailed examination, is there standard process sheet?
- Who will finally take the decision?

**USE THE SIMPLE WORD**

It is not always the shorter word that is better understood. For example, more people understand the word “negligent” than the word “derelict” - “Think” is usually a better word than “deem”

Sometimes two or three words are required to take the place of one showy word. And there is nothing wrong with that. Your aim is to make your writing easy to read and understand not to save space on the page. We should try to EXPRESS rather than IMPRESS. Here are a few examples of simpler replacements of the showy words:

SHOWY	SIMPLE
Constitutes	Makes up
Component	Part
Utilization	Use
Mandatory	Required
Cogitate	Think about
Penultimate	Last but one
Obviate	Make unnecessary
Proximo	Next Month

➤ Functional Approach to Noting

You should always note that Noting should be restricted to the minimum. It should be systematic and functional. The following approach could be adopted for noting on various categories of cases.

- **Routine of repetitive cases**

You will be seeing in all offices lot of routine and repetitive nature of correspondence. In such cases a standard skeleton note should be developed indicating pre-determined points of check. This will not only help the dealing hand to look into all aspects without waste of much time and also without missing any of the points. In respect of other routine cases a fair draft should be put up without any noting

- **Correspondence handling cases**

These cases do not require detailed noting. It would be sufficient if a brief note is recorded indicating the issue and consideration and the suggested action for.

Ex: The Current is a letter from the headquarters asking for information regarding \_\_\_\_\_ . The information is available from the \_\_\_\_\_ . A draft reply is put up for approval.

- **Problem solving cases**

These are the cases actually dealing with the problems of public or others. Details need to be examined. In these cases, a detailed note will be necessary. Even then the note should be concise and to the point, covering the following aspects:

- i. What is the problem?
- ii. How has it arisen?
- iii. What is the rule, policy or precedent?
- iv. What are the possible solutions?
- v. Which is the best solution? Why?
- vi. What will be consequences of the proposed solution?

- **Policy and planning cases**

These types of cases would not be large in number in any organization. They would, however, require a thorough examination, particularly because important decisions are to be taken at top management level. A note in such cases should be structured in the following manner

- i. **Problem:** state the problem. How it has arisen what are the critical factors.
- ii. **Additional information:** give additional information to size up the problem. The information would be available on the files and other papers in the section. If sufficient information is not available to enable thorough examination, it should be collected before attempting a note.
- iii. **Rule, policy etc:** The relevant rule position in accordance with the Government orders or Codes and manuals to be brought out clearly as far as it relates to the issue under consideration.
- iv. **Precedents:** Precedent cases having a bearing on the issue under consideration should be put up if there are varying precedents or any precedent differs in certain respects from the case under examination. The

- difference should be brought out so as to arrive at a correct decision
- v. **Critical analysis:** The case should then be examined on merits by answering questions like what are the possible alternative solutions/which is the best solution. It should be ensured that views of other sections etc have been obtained where necessary. Attention should also be paid to other aspects like the financial and other implications, repercussions and the modality of implementing the decisions and the authority competent to take a decision
  - vi. **Concluding para:** The concluding para should suggest a course of action for consideration. In cases where a decision is to be taken by higher authority like committee, board etc the point or points on which the decision of such higher authority is sought should be specifically mentioned.

➤ **Modifications of notes**

- i. Whenever a senior officer finds it necessary to correct or to modify the facts stated in a note put up to him/her, he/she should do so by recording his/her own note giving his/her views on the subject, he/she should not require the note recorded by his/her junior to be modified or replaced.
- ii. Notes recorded on a file should, in no circumstances be pasted over, because pasting over (i) amounts to mutilation of official records and (ii) gives an inelegant look to the file

➤ **Oral discussion: Minutes**

All points emerging from discussions between two or more Officers in a meeting and the conclusions reached will be recorded as minutes of the meeting. Confirmation of the outcome of the meeting i.e. the minutes is to be signed by all the participating officers.

➤ **Oral instructions by higher officers:**

Normally, it is incumbent on the superior officer to give his/her direction in writing regarding the manner of dealing with a case. In some occasions due to paucity of time at the disposal, the instructions have been given orally. The oral instructions thus given may be confirmed in writing at the earliest opportunity. If such instructions are not from the immediate superior, it is to be brought to his/her notice. In case the orders not confirmed in writing at a later date, it is necessary that the person putting up the note should indicate the action taken by him/her on such oral orders and bring it to the competent authority and take his/her post approval.

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## DRAFTING

“A draft is a rough sketch of a communication to be issued after approval by

the officer concerned” Draft can be of any format of the communication you intend to send, may be a Memorandum, Letter, D.O. letter, Proceedings etc. This depends on the circumstances. Whatever is the type of communication, certain skills are required in preparing it.

### DRAFTING SKILLS

You should look at the following guidelines whenever you prepare a draft.

Identity	-	SENDER
Adopt	-	RIGHT FORM
Visualize	-	RESPONSE
Express	-	CLARITY, CONSISTENCY UNIFORMITY
Avoid	-	REDUNDANCY, VERBOSITY, CIRCUMLOCUTION, REPETITION, COMPLEX & LENGTHY

You should also know what are the essentials of a draft. The essentials are:

- Clear, Concise, Incapable of Misconstruction
- Lucid, brief, complete
- Facts, direction, guidance
- Unit of idea
- Coherence of flow

➤ Look at the following questions which will help you in preparing a draft.

#### ✓ SEARCHING Questions – One Dozen

- Is a draft necessary?
- Who should be addressed and who will sign?
- What is the relationship between the sender and receiver?
- What should be the form?
- Is something to be conveyed or to be called for?
- Are all details available?
- What is the intention of the decision?
- What should be the recipient response?
- Does the language convey?
- Has the referencing been done?
- Is it logically sequenced?

#### ➤ Points to be noted

- Should carry the exact messages sought to be conveyed
- Should be clear, concise and incapable of misconstruction
- Should result in the desired response from the received
- Should be divided into proper paragraph, according to the logical Sequence or order of ideas expressed in the draft
- Should contain references to previous correspondence, if any



➤ Avoid:

- Lengthy sentences
- Abruptness
- Repetition of words
- Observations or ideas
- Offending, discourteous language

➤ Style in notes and drafts

The content alone will not serve the purpose. The style in notes and drafts is as important as their contents. Whenever a draft is prepared the following should be observed in drafting and also in writing notes.

- Government will be treated as a plural noun and other departments and offices as a singular noun.
- Communications intended to the High Court should be addressed only to the Registrar, High Court of respective State.
- The form of official correspondence between the district and divisional officers including the District Collectors, Revenue Divisional Officers, Assistant Collectors, Sub collectors, Deputy Collectors on the one hand and the Mandal Revenue Officers on the other hand will be in the shape of letter. This will apply to all other departments.
- While avoiding the slang, one should aim at an easy natural style as near as possible in spoken English.
- The expression “the undersigned” should not be used. It is very ugly and usually or often inaccurate, as the person who signs is often as a matter of fact not the person to whom the expression the undersigned is intended to refer.
- Information is singular. If information is called for on many points, it does not become information

➤ Let us now see some of the verbs, phrases we normally use and the relevance or need of them in our day to day drafting or noting.

- The words proximo, idem and ultimo should be avoided. They are not necessarily even abbreviations and they possess no other recommendations. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.
- “The same” must not be used. Instead of, “it” or some other simple word be used
- Needlessly formal words such as “therein” and “thereon” should not be used instead “in it” or “on it” be used.

➤ ACTIVE Vs PASSIVE VERBS

The preference for passive verbs over active verbs generally make the style vague and clumsy. Ex:

“ it is understood” - “I do not understand”

“ the date of issue of the order should be reported by him” - “he should report when he issues the order”

You should notice that the 1st two are in passive voice. Instead of writing like that it is better to write in active voice as given in the second set above.

#### ➤ SIMPLE vs LONG PHRASES

A simple or short word is to be preferred in place of long phrases. Examples of needless verbosity are preference of the simple:

“ make the assessment”	to	“assess”
“ purchase”	to	“ buy”
“commence”	to	“begin”
“omitted” or “failed”	to	“did not make”
“enquiries”	for	“enquire”
“building purpose”	for	“buildings”

Where “omit” by it self is proper and sufficient, the love of such redundant phrases is displayed as “has been omitted to be entered in the register”.

Another widespread error is the use of “for being” instead of “to be” and “for doing” instead of “to do” and “returned for being stamped” instead of “to be stamped”.

#### ➤ FOREIGN OR CLASSICAL WORDS

Foreign or classical words and expression should be avoided as far as possible, vernacular words should only be used when their meaning cannot be expressed equally well in English.

#### ➤ SHORT Vs LONG SENTENCES

Short sentences should be preferred to long ones.

Ex:

1. “Director’s attention is invited to the letter. He is requested ----- .” is better than “The Director’s attention is invited to the letter and he is requested”.

2. The word “necessary” is usually superfluous.

In such cases, phrases as “the necessary entries”, “the necessary corrections”, “the necessary instructions” be used.

3. “In case in which” is a phrase. Instead of it

“When”. “Where”, or “If” can be used.

4. The phrase “do the needful” should never be used. You should always say definitely what is to be done or say, “do what is necessary”.

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## TYPES OF COMMUNICATION

You know that once the note is approved, the decision needs to be communicated to the person who has approached us by sending a communication on which you have taken a decision. You know that this will be done through one of the forms of communications prescribed. In this module we will discuss about the forms of communications commonly used in government offices.

### FORMS OF COMMUNICATION:

Letter	U.O. Note	Press Communication/Note
Demi-official letter	Telegram	Notification
Office Memorandum	Circular	Officer order
Proceedings	Endorsement	
	Telex Message	

#### ➤ Important Components in the format of Communication

Any correspondence, communication will contain certain components. whether, it is official or personal. In our personal correspondence also we give date, place, the reference of the sender i.e. from whom we have received the communication etc. Similarly in government offices also. The communication is to serve a defined purpose. The important components are:

1. File Number
2. The names and complete postal address of the sender organization
3. The name/designation of the addressee with complete postal address
4. Salutation (sir or Dear)
5. Subject of the communication
6. Number and date of the last communication in the series (from the addressee or from the sender)
7. The enclosures, which are to accompany the fair copy
  - a. (A short oblique line in the margin will indicate that enclosures are to be sent along with the fair copy)
8. Subscription (yours faithfully, yours sincerely)
9. Urgency grading, by registered post, by special messenger indicated at the top right corner
10. Name, designation, signature of the sender

#### ➤ The form applicable should be carefully chosen from the manual of office procedure

#### ➤ Different forms of communication

##### 1. Letter

The most commonly used format in any government-office is letter. It is generally used for corresponding with Government, i.e. secretariat, the Andhra

Pradesh Public Service Commission, High Court, heads of departments, subordinate offices, public enterprises, statutory authorities, local bodies and members of public etc. It carries more of formality than any personal touch. It is used for collecting/eliciting information as well as for conveying views, decisions.

✓ How it should be written?

1. All Government letters contain either government emblem on the top center of the page or the words "Government of Andhra Pradesh" typed in capitals.
2. The name, designation and telephone number of signatory must be mentioned in the from address on the left side top.
3. The address entry of the person to whom it is intended is indicated at the right side top
4. Then it must commence with sir/madam, (Dear sir/madam) This depends on the person to whom it is addressed.
5. The letter Number will be given here. This is the file number as indicated in the note file and the date of approval of the communication indicated.
6. After words the "subject" be indicated. (Generally the subject will be the same that is noted in the Personal register and the note file)
7. Immediately after the subject, Reference is indicated. Here all the references that are required for following the case should be given.
8. Body of the letter in convenient paras comes next.
9. A letter is written in first person.
10. Finally it ends with yours faithfully on the right end of the body of the letter.
11. Signed by designation of the officer approving it.
12. Indication of Enclosures at the left end of the body of the letter.
13. Grading i.e. Urgent, Priority be indicated on the right side top corner of the letter
14. Similarly the mode of dispatch if required by registered post, under certificate of posting or by special messenger etc. indicated on the right side top corner of it.

## Specimen of Letter

By Regd! Post Ack.Due	
URGENT	
GOVERNMENT OF ANDHRA PRADESH	
FROM	TO
Sir,	
Sub:	Letter No.      Dt.
Ref:	
_____	
(Body of the letter) No. of paras as required	
_____	
Yours faithfully	
Enclosures:	Director General

### 2. DO letter

You might have seen instances of receiving DO letters in your office. DO stands for Demi Official. You may be thinking that all the correspondence in an office is related to office. How there could half office and half other. It is used in correspondence between government officers to draw personal attention of the addressee officer.

#### ✓ How it should be written?

1. Similar to the letter, government emblem on the top center of the page or the words "Government of Andhra Pradesh" typed in capitals.
2. The name, designation of the sender on the left hand side top corner just below the emblem of the government to be typed. (Generally you will be finding printed D.O.letter formats of the officer in the office.
3. The department name, address of office and telephone number of signatory must be mentioned in the left side top opposite to the name and designation.
4. The address entry of the person to whom it is intended is indicated at the left hand

- side bottom after the body of the D.O. letter.
5. Then it must commence with salutation. Unlike in the letter, here different salutations are used. Depending upon the level of the officer to whom it is addressed the following salutations be used:  
For Senior level officers: Dear Sir/Madam  
For Equal level officers: Dear Sri./Smt (here the name of the officer in own handwriting be given)  
For junior level officers: My Dear (here the name of the officer in own handwriting be given)
  6. The letter Number will be given here. This is the file number as indicated in the note file and the date of approval of the communication indicated.
  7. After words the "subject" be indicated. (Generally the subject will be the same that is noted in the Personal register and the note file)
  8. Immediately after the subject, Reference is indicated. Here all the references that are required for following the case should be given.
  9. Body of the letter in convenient paras comes next.
  10. It is writing in the first person and in a personal and friendly tone.
  11. Finally it ends with an expression of regards (You should note that depending upon the level and intimacy of the officers it is written as follows:  
For Senior level officers: with kind regards  
For Equal level officers: with regards  
For junior level officers: with best wishes
  12. The subscription "yours Sincerely" comes last on the right end of the body of the letter.
  13. Signed by name of the officer approving it.
  14. Indication of Enclosures at the left end of the body of the letter.
  15. Grading i.e. Urgent, Priority be indicated on the right side top corner of the letter

Specimen of Demi-Official Letter

<b>URGENT</b>	
GOVERNMENT OF ANDHRA PRADESH	
Sri./Smt Designation of the officer (sender)	Department and address with both office and Residential telephone Nos. Fax and e-mail Nos.
Dear Sir/Madam/ Dear Sri./Smt/ My Dear	
D.O.Lr.No.	dt.
Sub:	
Ref:	
_____	
(Body of the letter) No. of paras as required	
Enclosures:	Yours Sincerely XXXXXXXXX (Name of Officer)
Sri/Smt.(To whom it is addressed)	

**3. Memorandum**

You might have noticed that most of the communications from the Government are in the form of a Memorandum. You might have also seen that most of the employees refer to a disciplinary case whenever they hear about a memo. In fact this is a misnomer. Memorandum commonly called memo is one of the commonly used form of communications in government offices.

Memo format can be used to all except the top boss. Similarly to subordinate offices viz: From Secretariat Department to Head of the Department, Head of the Department to District and other offices, District to Mandal office etc. You should also note that there is no compulsion that only memo should be used to a subordinate. Nothing prevents us from writing a letter. It is used in calling for or conveying information but not for conveying any order of the govt.

✓ How it should be written?

1. On the top center of the page the words "Government of Andhra Pradesh" typed in capitals.
2. Instead of the sender's name etc., the memo starts with "Office of the \_\_\_\_\_" with full address given on the left top corner.
3. The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the memo as in the case of a D.O. letter.
4. Unlike in the letter, no salutations are used.
5. The memo Number will be given then. This is the file number as indicated in the note file and the date of approval of the communication indicated.
6. After words the "subject" be indicated. (Generally the subject will be the same that is noted in the Personal register and the note file)
7. Immediately after the subject, Reference is indicated. Here all the references that are required for following the case should be given.
8. Body of the memo in convenient paras comes next.
9. It is written in third person passive voice.
10. Bears no subscription except the designation of the signatory.
11. Signed by Designation of the officer approving it.
12. Indication of Enclosures at the left end of the body.
13. Grading i.e. Urgent, Priority be indicated on the right side top corner.



Specimen of Memorandum

GOVERNMENT OF ANDHRA PRADESH	
Office of the (Here name and address of the office given)	
Memo. No.	Dt.
Sub:	
Ref:	
_____	
(Body of the Memo) No. of paras as required	
_____	
Enclosures:	XXXXXXXXXX Designation of Officer}
Sri/Smt.(To whom it is addressed)	

4. Proceedings

If the government order (G.O.) is the final order of the government, proceedings are the final order of the department/office.

Proceedings are generally issued when a specific sanction is required to be given. Ex: An appointment order, Pay fixation order, Promotion order, Sanction of leave, sanction of expenditure to meet TA claims, Purchase of stationery or equipment etc.

Unlike other forms of communication, a proceedings communicates the final order of the competent authority. It should indicate the delegation of powers (financial or

administrative) under which the officer is empowered to sanction, Background of the case to give clear picture i.e. the context under which it became necessary to issue the sanction order, appropriate budget head to which such expenditure is to be debited after consulting about availability of the financial provision.

✓ How it should be written?

1. On the top center of the page the words "Government of Andhra Pradesh" typed in capitals.
2. Instead of the sender's name etc., the proceedings starts with "Proceedings of the \_\_\_\_\_ (Designation of the sanctioning authority given here)
3. The name and Designation of the authority sanctioning given next as "Present: Sri/Smt \_\_\_\_\_, Designation)
4. The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the proceedings as in the case of a D.O. letter and memo.
5. Besides the person to whom the sanction is concerned, copy of it should invariably be marked to the drawing and Disbursing officer, Treasury/Pay and Accounts office, Accountant General and other concerned persons
6. No salutations are used.
7. The proceedings Number will be given then. This is the file number as indicated in the note file and the date of approval of the communication indicated.
8. After words the "subject" be indicated. (Generally the subject will be the same that is noted in the Personal register and the note file but the details about sanction order should be mentioned here}
9. Immediately after the subject, instead of Reference, "Read" is indicated. The major difference in other forms of communications and proceedings is this. It indicates that I have read the references quoted here under and knowing fully well the powers empowered upon me I am issuing the sanction order. Here all the references that are required for issuing the order should be given.
10. One additional feature is after read, 'ORDER' in capital letters is indicated before the body of the proceedings.
11. Body of the proceedings in convenient paras comes next. A proceedings should at least have: Para:1: Context of the case; Para:2: Sanction order with reference to the delegation; Para:3: Reference to availability of budget provision and the relevant budget to which the expenditure is to be debited.
12. Bears no subscription except the designation of the signatory.
13. Signed by Designation of the officer approving it.
14. Generally it should be comprehensive and self- explanatory and putting enclosures to be avoided. However, if it is necessary to enclose certain statements etc. indication of Enclosures at the left end of the body should be given

Specimen:

GOVERNMENT OF ANDHRA PRADESH

Proceedings of the \_\_\_\_\_

Present: Sri/Smt.  
(here name and designation  
of the officer  
given)

Proceedings. No. dt.

Sub:

Read:

ORDER

\_Para.1: Context \_\_\_\_\_

Para:2: Sanction with reference to delegation \_\_\_\_\_

Para:3: Details of budget head to which the expenditure is  
to be debited

Enclosures:

XXXXXXXXXX  
Designation of Officer}

Sri/Smt.(To whom it is addressed)

Copy to Drawing and Disbursing officer

Treasury / Pay and Accounts

Officer Accountant General

Other relevant officers (depending upon the need) Stock File

5. U.O. Note

This form of communication is used with in the office. If you require any advice, views etc of some other section, U. O. Note is used.

✓ How it should be written?

1. The U.O. Note No. is given on the top left with date. This is the file number as indicated in the note file and the date of approval of the communication indicated.
2. The address entry of the person to whom it is intended is indicated at the left hand side bottom after the body of the U.O. Note as in the case of a Memo & D.O. letter.
3. Unlike in the letter, no salutations are used.
4. After the words the "subject" be indicated. (Generally the subject will be the same that is noted in the Personal register and the note file)
5. Immediately after the subject, Reference is indicated. Here all the references that are required for following the case should be given.
6. Body of the U.O. Note in convenient paras comes next.
7. Bears no subscription except the designation of the signatory.
8. Signed by Designation of the officer approving it.
9. Indication of Enclosures at the left end of the body.

U.O.Note. No.	dt.
Sub:	
Ref:	
_____	
(Body of the letter) No. of paras as required	
_____	
Enclosures:	XXXXXXXXXX Designation of Officer}
Sri/Smt.(To whom it is addressed)	

- **Purpose**

To obtain the advice, views, concurrence or comments on a proposal or to seek clarification of rules, instructions, this form of communication is addressed to other sections. Though the name is Un-official note, it is used to obtain information within the organization and it is not something un-official.

#### 6. Telegram

In our personal life also we give telegrams on various occasions. It is such a popular form of communication, that you find list of greetings in the telephone directory. However, now telegrams are withdrawn by the Postal Department.

#### 7. Circular

The "Circular" mainly differs from the ordinary memorandum as it is addressed to several departments or persons simultaneously. The circular form should be used whenever the substance of the communication does not require the formality of proceedings or letter. In other words it is a form of memorandum to be issued to large number of people at the same time.

#### 8. Endorsement

This form is made use of when a paper is returned in original to the sender or is referred to another department or section for information, remarks or disposal. Also used where a copy of communication is to be forwarded to others in addition to the original addressee. In such a case, the following types of endorsements you will be finding:

" A copy (with a copy of the letter to which it is a reply) is forwarded to \_\_\_\_\_ for information and guidance/ for necessary action/ for favour of reply/ for early compliance".

"Copies of financial sanctions issued by the departments, where required to be communicated to the audit authorities through the accounts department are also sent by endorsement"

#### 9. Telex Message

This is one of the advanced versions of communication. The format that is used in respect of a telex message is as that of a Telegram with some variation. This is possible only if the sender and addressee are Telex subscribers.

#### ✓ How it should be written?

1. Telex messages should be worded briefly and precisely in the same manner as in the case of telegrams.
2. The messages should be typed in capital letters in double line space.

#### 10. Press Communication/Note

You might have noticed that certain events in the office are given to the press for publicity. We will be generally calling them press communication, press note, press release etc. Though much difference is not there, they slightly vary.

- **What is a Press Communication?**

A press communication or press note is issued when it is sought to give wide publicity to the decision of the government/department. Press communication is more formal in character than a press note and generally reproduced by the press. Communications like events that are taking place in the office, brief reports intended to be appeared in the press comes under this category.

- **What is a Press Note?**

On the other hand, a press note is intended to serve as a handout to the press. They may edit, compress or enlarge as they may choose.

- **Notification**

Notifications are used for publishing rules and orders passed under legal enactments by the government. Also used for making announcements about appointments, postings, transfers, etc. In the departments/offices it is mostly used for publishing matter in government gazette under provisions of any law.

#### **11. Fax**

Using the telephone and the fax machine, you can send a communication to any office. Time for delivery is almost nil. Cost wise it is like a telephone call. The limitation is the other person/office should have the fax facility. Many Government Offices are having this facility.

#### **12. e-mail**

The most quick, latest and cost effective way of delivery is e-mail. Using your computer you can communicate any letter to any person on the globe, provided the other person is also connected with internet. You might have noticed that till recently only few offices were provided with the network facility. But today it is the most common and widely used method of communication.

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## Examples of Simple Terms

a majority of	Most of		a sufficient amount of	enough
according to our data	we find		accordingly	therefore, so
after the conclusion of	after		along the lines of	like
as is the case	as is true		ascertain the location of	find
at such time as	when		at the present time	now
at this point in time	now		be deficient in	lack
be in a position to	can, be able		by a factor of two	two times, double, twice
by means of	by		come to a conclusion	conclude
despite the fact that	although		due to the fact that	because
during the time that	while		equally as well	as well, equally well
fewer in number	fewer		for the purpose of	to, for
for the reason that	because		for this reason	thus, therefore
give consideration to	consider, examine		give indication of	show, indicate, suggest
happen(s) to be	am/is/are		has been proved to be	is
if conditions are such that	if		in a number of	several, many
in all cases	always		in case	if
in close proximity to	near		in excess of	more than
in large measure	largely		in many cases	often
in most cases	usually		in no case	never
in order that	so that		in order to	to
in some cases	sometimes		in terms of	in
in the amount of	for		in the case of	for
in the event that	if		in the field of	In
in the near future	soon		in the neighborhood of	near, about, nearly

in the vicinity of	near		in this case	Here
in view of the fact that	because, since		is capable of	Can
is found to be	is		is in a position to	can
it is interesting to note that	note that		it is our opinion that	we think
it is possible that	perhaps		make inquiry regarding	ask about, inquire about
manner in which	how		not with standing the fact that	although
on the basis of	from, because, by		on the order of	about, approximately
present in greater abundance	more abundant		prior to	Before
provided that	if		put an end to	end
reach a conclusion	conclude		serves the function of being	Is
subsequent to	after		the question as to	Whether
there can be little doubt that	probably		utilize or utilization	use
with reference to	about		with the exception that	except that



నివేదికలు:

నివేదికలు 6 రకాలు:

1. ప్రజల కోసం రాసే నివేదికలు.
2. ప్రజలు ప్రభుత్వానికి నమర్చించే నివేదికలు.
3. అపీసుల్లో ప్రభుత్వరంగంలో రాసుకొనే నివేదికలు.
4. ప్రజలకోసం పరిశాముఖంగా వెలువడే నివేదికలు.
5. సుమారుల నమోదు నివేదికలు.

1. మనం రాస్తున్న నివేదికనుబట్టి అందులో వాడే భాష, పద కాలంలో కొద్ది మార్పులు గమనించవచ్చు. ప్రజలకోసం రాసే నివేదికలలో ప్రజలను ఆకట్టుకోవడానికి మంచి భాష, శైలివారపలసిన అవసరం ఉంటుంది. అయితే యీ భాష ప్రజలకు అర్థమయ్యేటట్టుగా ఉండటం మంచిది. కేవలం భాషకోసం మాత్రమే పదాదంబరం అవసరంలేదు. ప్రజలకు అర్థం కాని పదాదంబరం వినేవారికి ఏపనింపు కలిగిస్తుంది.

2. ప్రజలు ప్రభుత్వానికి నమర్చించే నివేదికలలో ఆ భాషాశైలి నివేదికను పంపుతున్నవారి భాషాకౌశలాన్ని బట్టి ఉంటుంది. నివేదికను నమర్చిస్తున్నవారు తెలుగులో పండితుడై ఉంటే గ్రాంథిక (సాంప్రదాయ) తెలుగులో నివేదికరాసి ప్రభుత్వం వారికి నమర్చించవచ్చు. కాని ఆ నివేదికను పరిశీలించే ప్రభుత్వోద్యోగులను కూడా రృష్టిలో పెట్టుకుంటే యిటువంటి గ్రాంథిక శైలి రాయడంవల్ల ప్రయోజనం ఉండదని అవగాహన జూపండి. అందువల్ల భాషాశైలి ఎప్పుడూ యిటుప్రక్క రాసేవారికి అటు వంక రాన్నిచదివి, పరిశీలించే వారికి అర్థమయ్యేటట్టుకూడా ఉండాలి.

3. అపీసుల్లో రాసుకొనే నివేదికలు మనం సీర్యమూ వాడుతున్న వ్యావహారిక తెలుగులో రాయడం మంచిది. ప్రభుత్వ అపీసుల్లో కూడా తెలుగుభాషలో పాండిత్యం ఉన్నవారు ఉండవచ్చు. కాని, వారు బహు కొద్ది మంది అయిఉంటారు. వీరు కూడా పైవారికి అర్థమయ్యేటట్టు అధునిక తెలుగులోనే రాస్తే బాగుంటుంది.

4. ప్రజలకోసం ప్రతిభా ముఖంగా వెలువడే నివేదికలు ప్రజలకు అర్థమయ్యేరీతిలో ప్రచురించడం లేకుండా అధునిక తెలుగులోనే ఉండడం మంచిది. వార్తాపత్రికలలోని భాష ఎంత ఎక్కువమందికి అర్థమైతే అంత మంచిది. పత్రికలలో శైలి చదివే ప్రజలకు అర్థం కాకపోతే భాషాజ్ఞానంగా కూడా అర్థదాయకంగా ఉండదు. అయితే ప్రజలను ఆకట్టుకొనేందుకు ఒక్కొక్కప్పుడు రచన వ్యంగ్యంగాను- ఆలంకారికంగాను ఉండొచ్చు.

5. సంఘాల సంయుక్త నివేదికలు. సంఘాన్నిబట్టి యిందులోని వ్యక్తుల స్థాయిలో మార్పుకనిపిస్తుంది. వీరిస్థాయి ఎటువంటిదైనా యిటువంటి వాటిని కూడా అధునిక తెలుగులోనే ప్రచురించడం మంచిది.

అంటే మనం కానీ తెలుగు మనకి అర్థంకావడం మాత్రమే కాకుండా, అటు భరితవేవారికి, దాన్ని ఉపయోగించేవారికి అర్థమయ్యేటట్లు ఉండాలి. భాషయొక్క ముఖ్యద్దేశం మనం మాట్లాడుతున్నవారికి, రాస్తున్నవారికి సులభంగా అర్థం కావడానికి మాత్రమే. నగం నగం అర్థమైతే సరిపోదు. అధునిక వాడుకభాష గురించి శ్రీ గిడుగు రామమూర్తిగారు చెప్పిన కొన్ని వాక్యాలు చూడండి.

"తెలుగు భాషలో పాండిత్యం సంపాదించాలన్నా, భాషా స్వరూపం తెలిసికొనాలన్నా గ్రాంథికభాషను రవ్వకుండా అభ్యసించాలి.... ప్రజలకు ఉపయోగపడే గ్రంథాలను కృతక భాషలో రచించి భేషణాన్ని ప్రదర్శించవద్దంటాను. ఈ ప్రాచీన ప్రాసేవారు రాము మోసపోయి విద్యార్థులను మోసం చేస్తున్నారు. నేను అది వద్దంటున్నాను.

ఎవరైనా గ్రాంథిక భాషలో ప్రాస్తామంటే నాకేం అర్థంవరంలేదు. సర్కస్ లో రిగమీద నడిచేవాడికి గొడుగు కావాలి. అలాగే గ్రాంథికంలో రాసేవాడికి నిఘంటువులు, వ్యాకరణాలు కావాలి. రాజమార్గంలో నడిచేవాడికి ఏ అధారం అవసరంలేదు. వ్యావహారిక భాషలో రాసేవాడు ఆ చక్కటి రాజమార్గంలో నడిచివెళ్ళినట్టు ప్రాయగలడు. రిగమీద నడిచే

వాడు బాలన్సు రప్పికిందవతున్నట్లు మన పండితులు గ్రాంథికంలో  
 రాయబోయి తప్పులు చేస్తుంటారు. నడుగురికి దవయోగవదేది వ్యావహారిక  
 భాష."

## వివిధ శైలులు

### ఉదాహరణలు

#### 1. అలంకారిక కావ్యశైలి

1. శ్రీకృష్ణదేవరాయలు సాహితీసమరాంగణ సార్య లాముడు,  
 ఆంధ్రబోజుడు. క్రీ. శ. 1505-1530 వరకు విజయనగర సామ్రాజ్యాన్ని  
 పాలించి సర్వలోముఖంగా స్వర్ణయుగాన్ని నెలకొల్పాడు, ఇతని పరిపాష  
 ణలో సాహిత్యం, లలితకళలు తగిలు సాగి సాగి పలువంశమై పరిధ  
 విల్లాయి. ఆంధ్రసాహితీమంజుషలో అనర్థ కావ్యరత్నాలు రాసులుగా చెరి  
 గాయి. రాసలోను, వాసలోను రాణకెక్కాయి. కవిరకు పందిళ్ళువేసి అష్ట  
 దిగ్గజ కవులలో కొలువుతీరే కవిత్రవర్తి.

#### 2. భాషలో బాగా పరిచయం ఉన్నవారి శైలి

ప్రపంచంలో ప్రతిదేశానికి తమదంటూ ఒక సంస్కృతి సాంప్ర  
 దాయం ఉంటాయి. వేదకుమి అనబడే అర్థభర్తమైన మన భారతదేశ,  
 సంస్కృతి సంప్రదాయాలు ఎంతో ఉన్నవైనవి. ఉత్కృష్టమైనవని మన  
 ఇతిహాసాలు చెపుతున్నాయి. వీటిని, ఒక లోటలోని వివిధమైన రంగుల  
 పూలలో కూర్చి మూలగా ఆంధ్ర భాషలోని అనేకవర్ణాల సమ్మేళనంలో  
 ఎంతోమంది లభివర్తించారు.

### 3. గ్రాంథిక శైలి

"నులరాసు వేవచెట్టుక్రింది వ్రేవేవ చువ్వలలో బుట్టి అల్లుడు గూడు చుండెను. రావునకే కూరుచుండి గుడుచు వేంఠయ్య నేర్దవ్వు శత్రుము పాడుచు తన్నయర్వము చెందుచుండగా సులరాసీ ఆలకేంచుచుండెను. మాల మల్లయ్య.. మంగల మంగి..... ఎటుకల మస్తాను—పీరందలును కోరలు. రాత్రవేళ మల్పులమీది నగలు నక్షత్రముల నన్నిటిని తన శురీ పీదనే మోచి ఒక నెమలి సులరాసీ ముడు సాత్యము చేయుచుండెను."

(వేలూరి శివరామశాస్త్రి).  
సులరాసీ నుంచి

### 4. వ్యావహారిక శైలి :

మా సంస్థ వ్యాస "తెలుగువాటి" అనే పేరులో 1/4 క్రాన్ సైజులో ఒక మాసపత్రికను వెలువరిస్తున్నాం. ఇది ఒకనెల తెలుగులోను, ఒకనెల ఇంగ్లీషులోను ఉంటుంది. వచ్చే నెలసంచిక తెలుగులో వెలువడుతుంది. ఇటీవల రాష్ట్రంలో జరిగిన పోతన వంచ శతదినోత్సవాలను పురస్కరించుకొని అందుకు సంబంధించిన 'తంహారలో' దీనిని రూపొందిస్తున్నాం.

మీర నాలుగుశైలులు గమనిస్తే మొదటి మూడు శైలులు కేవలం పండితులకే పరిమితం. తెలుగు అధికార భాషగానో, తెలుగు మార్కమం గానో, అమలు చెయ్యడంలో యిటువంటి శైలులు ఉపయోగిస్తే ఏమీ సాధించలేము. తెలుగు B.A. వరకు చదువుతున్న వెయ్యిమంది సాధారణులలో ఒక్కరుగూడ యిటువంటి శైలి రాయలేరంటే ఆరికయోక్తి కాదు. కాబట్టి మనం నాలుగో శైలికే పరిమితం కావడం అవసరం. ఎందుకంటే నాలుగో శైలి మనం నిర్వహణ వారున్నది. దానిలో రాయడానికి నిమంటువు లక్కరలేదు, వ్యాకరణాలక్కరలేదు. దీని వ్యాకరణం మనకు తెలిసిందే. మనకి కావలసిన పదకాలం గుర్తుంటే చాలు. రాయడం మొదలుపెడితే అది అలవడుతుంది.

నివేదికలు రాసేటప్పుడు గమనించవలసిన కొన్ని పద్ధతులు

1. నివేదికలుగాని, ఉత్తరాలుగాని ఎటువంటి కార్ఖాలయ రాశల్లోను తిన్న శైలులు వాడకూడదు. తిన్నశైలులు రాయడంవల్ల రచన సాఫేగా ఉండదు. వివిధ శైలులు కలిసి ఉన్న రచన చదవడానికి ఇంపుగా ఉండదు. ఆ శైలులు తెలిసివారికి అర్థం కావడానికికూడా యిబ్బందులు కలిగిస్తాయి. మనం తెలుగు పాఠ్యపుస్తకాల్లో గ్రాంథిక తెలుగు చదువుకోవడంవల్ల, అదే మంచి తెలుగని అనుకోవడంవల్ల తెలిసిన కొన్ని రాయడానికి ప్రయత్నిస్తాం. కాని, దానివల్ల సాధించే ప్రయోజనం ఏమీఉండదు, నరిగదా సాఫేగా ఉండదు. అదే మనకు మట్టంగా తెలిసిన వ్యావహారిక తెలుగులో రాస్తే రచన సాఫేగా సాగుతుంది. చదవడానికి యింపుగా ఉంటుంది. ఇరవులకు సుశువుగా జోరవడుతుంది, (No style mixing).

**A గ్రాంథికం**

**B ఆధునిక తెలుగు**

(ఏటిని నేర్చుకోడానికి విశ్వప్రయత్నం చెయ్యాలి. సాధించే ప్రయోజనం సున్నా.)

(ఈ క్రిందిరూపాలు ఏ ప్రయత్నమూ లేకుండా మీకు తెలుసును.)

నమ్మరించుచున్నాను  
 చూడుడు  
 ఒప్పుకొనుచుంటిని  
 అంగీకరించవలయును  
 చర్చించుడు  
 నివేదికను చూడుడు  
 ఏకీభవించుచున్నాను  
 చింతించిరిని  
 సమగ్రముగా యున్నది  
 నేను మద్రాసు పది గంటలకు  
 చేరుకుంటిని.  
 చేసిరిని  
 ప్రాయశుంఠెను

నమ్మరిస్తున్నాను  
 చూడండి  
 ఒప్పుకుంటున్నాను  
 అంగీకరించవలసింది  
 చర్చించండి  
 నివేదిక చూడండి  
 ఏకీభవిస్తున్నాను  
 చింతించాను  
 సమగ్రంగా ఉంది  
 నేను మద్రాసు పది గంటలకి  
 చేరుకున్నాను  
 చేశాను  
 రాస్తున్నాను

క్షల ఎన్నో ఉదాహరణలు చెప్పకోవచ్చు. (ఎ)లో యిచ్చిన రూపాలు మీకు తెలుసు, (బి) మనకి అనవసరం.

2. అవసరం లేనప్పుడు వివిధ భాషలు కలవనక్కరలేదు. అయితే ఔక్సికర్ పదాలు తప్పనప్పుడు వాడవచ్చును.

A

B.

ఎ. నేను 21.1.1984 మోర్నింగ్  
మద్రాసు చేరుకొని యూనివర్సిటీకి వెళ్ళాను.

నేను 21.1.1984 ఉదయం  
మద్రాసు చేరుకొని విశ్వవిద్యాలయానికి వెళ్ళాను.

బి. అక్కడ బుక్స్ గురించి అడిగి  
తెలుసుకున్నాను.

అక్కడ పుస్తకాల గురించి అడిగి  
తెలుసుకున్నాను.

సి. నన్ను ఈ వెనింగ్ కలుసుకొండి

నన్ను సాయంత్రం కలుసుకొండి

3. కేవలం భాషకోసం మనకి దాగా తెలిసిపదాలు, అనవసరమైన పదాలు వాడకూడదు. అవసరం లేనిచోట విశేషణలు, క్రియావిశేషణలు వాడొద్దు.

A

B

(ఒక్క విశేషణం దాలు)

ఎ. అది చాలా శ్రేయస్కరం,  
శుభస్కరం.

అది చాలా శ్రేయస్కరం

బి. చేయూరనివ్వారి, నహకరించారి,  
నహాయవదారి.

చేయూరనివ్వారి.

సి. చార్యకలాపాలకు ప్రతికగా,  
ప్రత్యక్షసాక్షిగా ఉంది.

చార్యకలాపాలకు ప్రతికగా ఉంది.

4. ప్రస్తుత నమాటంలో దాగా ఉపయోగంలో లేని పాఠమాటలు (old/archaic) వాడొద్దు.

A

దాపు  
వజ్రకులు  
అలరి అలరి  
చుట్టను  
మోము  
యోచించు  
చనెను

B

రగ్గర  
మాటలు  
చిన్న, చిన్న  
చుట్టా  
ముఖం  
అలోచించు  
వెళ్ళారు

5. కార్యాలయాల్లో రానేరారలలో పదాడంబరం అవనరంలేదు

A

- (ఎ) భారతదేశంలో అత్యధిక ప్రాధాన్యం పొందిన పుణ్యక్షామి  
(బి) విప్లవానికి మొదటి రంగస్థలం  
(సి) రాజకీయ రంగంలో  
(డి) పరాధీనంలో ఉన్నవ్యుధు  
(ఇ) దీక్షాపాపనం జరిగింది

B

- భారతదేశంలో ఎక్కువ ప్రాధాన్యం పొందిన పుణ్యక్షామి  
విప్లవానికి ప్రారంభ స్థలం  
రాజకీయాలలో  
పరపాలనలో ఉన్నవ్యుధు  
ప్రారంభం జరిగింది.

6. ఏలైనంరవరకు "బదు" క్రియలో రూపాలు వారకండి  
( Avoid passive voice wherever possible )

A

- (ఎ) నాచేర ఆ ఉత్తరం వ్రాయబడెను  
(బి) నాచేర ఆ నోటు చదవబడింది  
(సి) ఆ పని చేయగలండులకు ఉత్తర  
ద్యులు జారీ చేసిరిమి

B

- నేను ఆ ఉత్తరం రాశాను  
నేను ఆ నోటు చదివాను  
ఆ పని చేయడానికి ఉత్తర  
ద్యులు యిచ్చారు.

7. అవసరమైన అర్థంతో పదాలు వాడొద్దు.

( Avoid padding )

(అంగ్లంలో I am to add, I am further to observe, I am more over to remark -యిటువంటివి వాడంవల్ల ఏ ప్రయోజనము లేదు.

8. సంధాక్షణలో వాడే ఊరపదాలు రాతలో వాడొద్దు, ఆ తర్వాత మరేమిటంటే, అర్థమయిందా, నేను చెప్పేదేమిటంటే మొదలైనవి రాతలో వాడొద్దు.

9. పెద్ద పెద్ద వాక్యాలకంటే క్రియావిశేషణ రూపాలు ఏంయి నంతవరకు వాడొచ్చు.

- (ఎ) నిన్ను ఏమిటి చెప్పానో అది నిన్ను చెప్పిన మాట
- (బి) శ్రీరథటి ఫైలులో ఏమి రాశానో అది శ్రీరథటి ఫైలులో రాసినది

10. ఒకోసారి అంగ్లరూపాలే తెలుగు (సంస్కృతం) పదాలకన్న సుదాసుగా అర్థమయ్యేట్లు ఉంటాయి, అలా భాషలో నమీకరణం చెందిన అంగ్లపదాలు వాడొచ్చు.

- |                   |                 |
|-------------------|-----------------|
| చూమకకటం           | రైలు బండి       |
| ఆ రక్షిత దబ్బా    | రిజర్వరు పెట్టె |
| శాదాలయము/శాచగృహము | టోయలెట్         |
| ఘటకటం.            | (ఫౌంటెన్) పెన్  |

మనకు బాగా తెలియాలి.

విషయం: రాయవలసిన విషయం ముద్దంగా గుర్తుండాలి.

ఎందుకు రాస్తున్నాం: ఆవిషయాన్ని ఎందుకు రాస్తున్నామో తెలుసుకోవాలి.

ఎవరి కోసం: అందులోని విషయం, రాయవలసిన వైరి, పద్ధతి ఎవరినుద్దేశించి రాస్తున్నాం- రాస్తున్నది వారికి అర్థం ఆవుతుందా, లేదా అన్నది గుర్తు పెట్టుకొని రాయాలి. అర్థంకాని మాండలిక పదాలు వాడొద్దు. బాగా తెలిసే పదాలు వాడాలి.



స్వప్తంగా: చెప్పవలసిన విషయం స్వప్తంగా ఉండాలి, విషయాన్ని సక్రమంగా ఒకవర్ణిలో రాయాలి (Logical order) అవసరమైన విషయాన్ని కొప్పించవద్దు. వ్యాకరణాత్మకంగా రచనలు తొర్రనివ్వకూడదు.

క్షుణ్ణంగా రాసేది క్షుణ్ణంగా ఉండాలి. విషయం గురించి సమాచారం అంతా ఉండాలి: యివ్వగలిగి ఉండాలి. విషయానికి సంబంధించి అన్ని ప్రశ్నలకు సమాధానం యిచ్చేదిలా ఉండాలి.

ముఖ్యోద్దేశం: నివేదికలోగాని, ఉత్తరంలోగాని రాసేవిషయంలోని ముఖ్యోద్దేశం మొదట్లోనే ఉండాలి. వివరణలు, సవరణలు తర్వాతే రావాలి.

నిరాడంబరత: ఆలంకారికం కాకుండా ప్రశ్నల వర్ణిలో చెప్పేవిషయం క్లుప్తం చెప్పాలి. అవసరమైన దానికంటే ఎక్కువ చెప్పొద్దు. వింత వింతమాటలు వాడకూడదు. పెద్దవాక్యాలు, సాంకేతికపదాలు ఏలైనంతవరకు తగ్గించాలి. Abbreviations దాగా అర్థం అవుతాయంటేనే తప్పవొద్దు. విషయం క్లుప్తంగా ఉండాలి. పదాడంబరం, అర్థాటం అవసరం.

బచ్చిరం: చెప్పవలసిన విషయం బచ్చిరంగాను, పూర్తిగాను చెప్పాలి. పరిపూర్ణత: చెప్పిన విషయం సమగ్రంగా ఉండాలి. మీరు చెప్పిన విషయం ప్రభుత్వపాలిసీని అనుసరించి ఉండాలి.

సూసవర: ప్రజలకు సానుభూతి చూపేవిగా ఉండాలి. అవరలి చారిని ఆగౌరవ వరచేటట్టు ఉండకూడదు.

త్యరితగరి: ఏలయినంత త్యరిలో పంపడం అవసరం.

చాడస్తం తెచ్చిపెట్టుకోవర్డు: ఎప్పుడో, ఎవరో చెప్పారని, అదే వాదాలని పట్టపట్టకండ్. తర్కించి ఆలోచించడం అవసరం.

## General notings in Telugu

1. I agree :  
నమ్మిస్తున్నాను/ఒప్పుకుంటున్నాను/నమ్మించడమైనది.
2. Seen, Thanks చూశాను
3. Seen and returned :  
చూశాను, తిరిగి వంపురున్నాను.
4. Secretary may please see for approval  
కార్యదర్శిగారి అంగీకారకోసం వంపురున్నాను.
5. Please speak దయచేసి మాట్లాడండి
6. Please discuss దయచేసి చర్చించండి
7. Please put up దయచేసి (అర్తరం) పెట్టండి
8. Please see the preceding notes  
దయచేసి క్రిందటి నివేదిక చూడండి
9. Please issue reminder  
దయచేసి జ్ఞాపకంచెయ్యండి/జ్ఞాపిక పంపించండి
10. Issue today ఈ రోజే పంపండి
11. Please take necessary action in this regard  
ఈ విషయం గురించి దయచేసి చర్య తీసుకోండి
12. The proposal is self explanatory  
ప్రతిపాదన సమగ్రంగా ఉంది
13. No further action is called for.  
దీనిమీద వేరే చర్య తీసుకోవక్కరలేదు.

14. These may please be treated as urgent  
 వీటిని ఆది జరూరుగా పరిగణించండి
15. Delay in returning the file is regretted  
 పైలు రిరిగ వంవడంలో జరిగిన ఆలస్యానికి చింతిస్తున్నాను.
16. We have no further comments  
 ఈ విషయముపై యింకా చెప్పవలసిన విషయాలు లేవు.
17. Further report from the Director may be awaited  
 సంచాలకుల నివేదిక గురించి ఆగండి.
18. This subject does not concern this department.  
 ఈ పైలు నాకు సంబంధించినది కాదు. సంబంధించిన వారికి పంపండి.
19. No action seems to be called for on our part  
 మనం ఏమీ చర్యలేసుకోవనవసరం లేదు.
20. We agree with 'A' above  
 మీద A లో ఏకీకరిస్తున్నాము.
21. The proposal is quite in order.  
 ప్రతిపాదన సక్రమంగా ఉంది.
22. Casual leave applied for may be granted.  
 కోరిన సాందర్భిక శలవును మంజూరు చేయవలసిందిగా మనవి.
23. Please prepare a precis of the case.  
 రాయచేసి సంక్షిప్త నివేదికను పంపండి.

ENDORSEMENT

No.....

Dated.....

Returned with the following information.

Approved.

Sanctioned.

Permitted.

Approved

Cannot be \_\_\_\_\_ for want of the following particulars.

Sanctioned

1.

2.

3.

Signature :

Designation:

ఎండార్సు మెంటు

నెం..... తేదీ.....

దిగువ తెలిపిన సమాచారంతో వాససు చేయడమయింది.

ఆమోదించడమయింది.

మంజూరు చేయడమయింది.

అనుమతించడమయింది.

ఆమోదించడానికి

దిగువ తెలిపిన వివరాలు లేనందు వలన \_\_\_\_\_ వీలులేదు.

మంజూరు చేయడానికి

1.

2.

3.

సంతకం.

పేరు.

OFFICE OF THE .....

ENDORSEMENT

No.....

Dated.....

Returned for resubmission with the following defects duly rectified

Signature :

Designation :

\_\_\_\_\_కార్యాలయం

ఎండార్సు మెంటు

నెం.

తేదీ.

దిగువ తెలిపిన లోపాలను సవరించి, తిరిగి సమర్పించేందుకు గాను వాపసు చేయడమయింది.

సంతకం :

చోదా :

OFFICE OF THE.....

ENDORSEMENT

No.....

Dated .....

Returned/approved.

Signature :

Designation :

\_\_\_\_\_కార్యాలయం

ఎండార్సు మెంటు

నెం.

తేదీ.

అమోదింపడమే నది, తిరిగి పంపడమయింది.

సంతకం :

చోదా :

OFFICE OF THE SUPERINTENDENT.  
OF POLICE, .....

R.c.No.

Dated .....

Sir,

Sub :

Ref :

I hereby acknowledge the r/o reference cited above.

Yours faithfully,

Superintendent of Police,

పోలీసు సూపరిం టెండెంటు కార్యాలయం.,

ఆర్. సి. నెం.,

తేదీ .....

..... గారికి

మహాశయా,

నిషయం :-

నిర్దేశం :-

తెన పేర్కొన్న నిర్దేశం అందినట్లు తెలియజేస్తున్నాను;

భవదీయుడు

పోలీసు సూపరిం టెండెంటు.

Re.No.

OFFICE OF THE

Dated

MEMO

Sub :-

Ref :-

The attention of the.....is drawn to this Office reference cited above and he is directed to submit the reply at once.

Signature :

Designation :

To

Sri.....

(Designation and place)

.....కార్యాలయం

ఆర్.సి. నెం.

తేదీ.....

మొదల

విషయం :-

నిర్దేశం :-

పెన పేర్కొన్న ఈ కార్యాలయ నిర్దేశాన్ని .....గారి దృష్టికి తెస్తూ వెంటనే జవాబు పంపవలసిందిగా ఆయనను ఆదేశించడమయింది.

సంతకం:

హోదా:

గౌరవ

( హోదా స్థలం )

AGRICULTURE DEPARTMENT.

Office of the Dt. Agricultural  
Officer,

Rec.No.

Dated .....19

P E R M I T.

Sub.—Loans and Advances:—Long term loans for planting new orchards—Sanction—Regarding.

Ref :—Your application dated.....

A loan of Rs ..... (Rupees  
is hereby sanctioned to you for planting new orchards subject to the following conditions *inter alia*.

You should obtain an identification certificate from the Agrl. Assistant of your taluk and send it along with your specimen signatures duly countersigned by the Agrl. Assistant.

You should go over here and execute an agreement bond in the form prescribed in Annexure B to the draft rules, on stamped paper worth Rs. 1.50 at this Office in the presence of the District Agricultural Officer .....

You should also execute a security bond hypothecating your immovable property to the value of Rs. .... in the form prescribed in Annexure C to the draft rules.

I request you to please note that the loan required by you can be disbursed only after your producing the records mentioned above and only after going through the formalities contained therein.

Please note that this permit will be valid only upto and inclusive of....., after which date the permit will be cancelled automatically.

Dist. Agricultural Officer.....

To

Sri,

Through the Agrl. Assistant/Agrl. Extension Officer/Copy to the Agrl. Assistant/Agricultural Extension Officer. He is instructed to issue identification certificate. He should also ensure that the loanee submits to this Office all the required documents before the date fixed assisting the party wherever necessary. This should be treated as very urgent and attended to very promptly.



.....జిల్లా వ్యవసాయ అధికారి కార్యాలయం.

ఆర్. బి. సి. నెం.

తేదీ

పర్మిటు

విషయం:— అప్పులు, అడ్వాన్సులు — క్రొత్త పండ్ల తోటలు వేయటం కోసం దీర్ఘకాలిక అప్పులు మంజూరు చేయడం.

నిరేశం :—..... తేదీగల మీ దరఖాస్తు,

క్రొత్త గా పండ్ల తోటలు వేయడంకోసం మీకు ఇందుమూలంగా రూ.....

(.....రూపాయలు) అప్పు మంజూరు చేయడమయింది. అది ఇతరమైన వాటితో పాటు ఈ క్రింది షరతులకు లోబడి ఉంటుంది:

మీ తాలూకా వ్యవసాయ అసిస్టెంటు వద్ద నుంచి గురింపు సరి ఫికేటు పొంది మీ మాదిరి సంతకాలతోపాటు దానిని పంపాలి. మీ మాదిరి సంతకాలను ధ్రువ పరుస్తూ వ్యవసాయ అసిస్టెంటు సంతకం చేయాలి.

మీరు ఇక్కడకు వచ్చి ఒకంబడిక వ్రతం వ్రాసి ఇవ్వాలి. ఆ వ్రతం, ముసాయిదా నియమావళి "బి" అనుబంధంలో తెలిపిన నమూనాలో ఉండాలి. అవుతాని రూ. 1-50 పె. విలువగల సాంపు కాగితం మీద వ్రాసి ఇవ్వాలి. దీనిని .....తో గల ఈ కార్యాలయంలో జిల్లా వ్యవసాయ అధికారి నమకంలో వ్రాసి ఇవ్వాలి.

రూ.....లు విలువచేపే మీ స్థిరాస్తిని తాకట్టు పెడుతూ, మీరు సెక్యూరిటీ వ్రతం కూడ ఒకటి వ్రాసి ఇవ్వాలి. ఇది ముసాయిదా నియమావళి లోని "సి" అనుబంధంలో నిరయించిన నమూనాలో ఉండాలి.

నే తెలిపిన రికార్డులను మీరు దాఖలు చేసిన తరువాత, వాటిలోగల తాంబనాలను పాటించిన తరువాత వచ్చు తప్పే మీరు కోరిన అప్పు మంజూరు చేయడం జరుగుతుందని గమనించ కోరుతున్నాను.

ఈ పర్మిటు .....తేదీ వరకు (ఆతేదీతోచేరి) మాత్రమే చెల్లుబాడి అవుతుంది. ఆ తేదీ తరువాత పర్మిటు దానంతట అదే రద్దవుతుంది.

జిల్లా వ్యవసాయాధికారి,

శ్రీ.....గారికి

(వ్యవసాయ ఆఫీసెంటు/ వ్యవసాయ విస రణాధికారి ద్వారా) ఒక ప్రతి వ్యవసాయ అసిస్టెంటుకు — వ్యవసాయ విస రణాధికారికి, గురింపు సరి ఫికేటును జారీ చేయవలసిందిగా ఆయనను కోరడమయింది. అప్పటినుకునే వ్యక్తి నిరయించిన తేదీలోనుగా అవసరమైన ప్రతానిన్నింటిని ఈ కార్యాలయానికి అందజేసేటటు కూడా ఆయనను మోడాలి. అవసరమైన సందర్భాలలో దరఖాస్తు దారుకు తగు సహాయం అందజేయాలి. దీనిని జరూరు విషయంగా పరిగణించి, సత్యరం చర్యలనుకోవాలి.

B284-4

PROCEEDINGS OF THE .....

Rec. No. ....

Dated .....

Subj. Establishment—Andhra Pradesh Agricultural Subordinate Service—  
Sri.....Fieldman—Grant of earned leave  
orders issued.

Ref:—His application, dated.....and Endt. No. N. Dis. A  
.....dated.....of the.....

Sri.....Fieldman, Agricultural Research Station,  
Nandyal is granted earned leave for 31 days from..... to.....  
both days inclusive) to enable him to attend to his urgent domestic  
affairs. He should rejoin duty on the expiry of leave *i.e.* on.....  
without fail.

Sri.....an emergency candidate who stands ousted  
from.....consequent on rejoining of Sri.....  
Fieldman from leave, is reappointed and posted in the leave vacancy of  
Sri.....under emergency provisions on pay  
of Rs.....In the scale of pay of Rs.....plus usual allowances  
admissible under rules.

He should report himself for duty to the.....  
.....forthwith. He should note that the appointment is  
purely temporary and he will be ousted at any time without notice.

Designation. ....

Sri.....Fieldman, through .....

Sri.....Fieldman, .....

Copy to.....He will please report the dates of relieve  
and joining of the above candidates in due course.

ఆర్.ఓ.సి.నెం.

తేదీ.....

విషయం:—సిబ్బంది—ఆంధ్ర ప్రదేశ్ వ్యవసాయ సబ్సిడీ సేటు సర్వీసు—ఫీలు మను శ్రీ.....  
.....—ఆరి త సెలవు మంజూరు ఉత్తరువులు— జారీచేయడ  
మయింది.

నిర్దేశం: —.....తేదీగల ఆయన దరఖాస్తు . దానిపై .....  
ఎన్.డిన్. నెం. ....తేదీ.....  
గల ఎండార్చుమెంటు.

గృహసంబంధమైన జరూరు వ్యవహారాలు చూసుకునే నిమిత్తం  
నంద్యాల వ్యవసాయ పరిశోధన కేంద్రంలోని ఫీలు మను శ్రీ.....గారికి  
.....నుంచి ..... వరకు (ఈరెండురోజులు చేర్చి)  
రోజుల ఆరి త సెలవు మంజూరుచేయడమయింది. సెలవు ముగిసిన తరువాత అంటే  
.....తేదీన ఆయన తప్పక పనిలో తిరిగి చేరాలి.

ఫీలు మను శ్రీ ..... సెలవు ముగిసిన తరువాత తిరిగి పనిలో చేరడంవల్ల  
.....(తేదీ) లగాయతు పని నుంచి తొలగించిన అత్యవసర  
అభ్యర్థి శ్రీ..... గారిని అత్యవసరనిబంధనల క్రింద  
శ్రీ .....గారి సెలవు ఖాళీలో తిరిగినియమించడమయింది. ఈయన  
.....స్కేలులో రూ, జీతం, నియమావళి ప్రకారం అనుమతించే మామూల్య  
భత్యాలు పొందుతారు.

ఈయన ..... వెంటనే పనిలో చేరాలి. ఈ నియామకం కేవలం  
త్వాత్కాలికమే నదని, నోటీసు లేకుండా ఎప్పుడె నా ఆయనను పనిలోనుంచి తొలగించ  
వచ్చునని ఆయన గమనించనగును.

హోదా .....

.....ద్వారా ఫీలు మను శ్రీ .....గారికి.

ద్వారా ఫీలు మను.....గారికి .....ఒక  
ప్రతి శ్రీ .....గారికి పైన తెలిపినవారు రిలీవు అయిన తేదీని,  
చేరిన తేదీని తెలియజేయాలి.

PROCEEDINGS OF THE DISTRICT SOCIAL WELFARE OFFICER

Present : Shri .....

Rc. No.

Dated .....

SUB : Social Welfare Department—Establishment—District—  
Appointment of Shri .....  
as Reeler in the Sericulture Farm, Mannantr—Orders—  
Issued.

READ: (1) Application dated ..... from Shri .....

.....  
(2). Introduction Card from the District Employment  
Officer, dated.

ORDER :

Shri ..... son of Shri ..... Mahboob-  
nagar is appointed as a Reeler in the Sericulture Farm .....  
village ..... taluk temporarily on a pay of Rs. .... per  
month in the time scale of Rs. .... plus the usual allowances,  
subject to the condition that his services are liable to be terminated at  
any time without notice, and without assigning any reasons. He should  
report himself for duty before the Social Service Inspector, ..... forth-  
with.

*District Social Welfare Officer*

To

THE PARTY CONCERNED.

Copy submitted to the Director of Social Welfare, Andhra Pradesh,  
Hyderabad; for favour of information and ratification of the appoint-  
ment.

Copy to the District Employment Officer, Mahabubnagar; for  
information.

Copy to the Social Service Inspector ..... for information. He  
should report the date of joining to duty of the individual.

Copy to 'A' Clerk; for information and necessary action.

ప్రాసేడింగులు

శ్రీ.....

జిలా సాంఘిక సంకేమ అధికారి, .....

ఆర్. సి.

తేదీ.....

విషయం :- సాంఘిక సంకేమ శాఖ సిబ్బంది \_\_\_\_\_ జిలా  
మన్యునూరు లో వున్న పట్టు పురుగుం పెంపకపు కేత్రంలో  
రీంరుగా శ్రీ ..... గారి నియామకం- ఉతరువు  
జారీ.

నిర్దేశం :- (1) శ్రీ..... గారు దాఖలు చేసిన..... తేదీ..... దరఖాసు  
(2) జిలా ఉపాధి కల్పన అధికారి వంపిన..... తేదీ  
పరిచయపుకర్డు.

ఉతరువు :

మహాబూబునగరుకు చెందిన శ్రీ..... గారి కుమారుడు అయిన శ్రీ.....  
ను..... తాలూకా..... గ్రామంలోని పట్టు పురుగుం  
పెంపకపు కేత్రంలో రూ..... స్కీలలో నెంకు రూ.....  
వేతనంతో మామూలు భత్యంతో తాత్కాలిక స్నాతనిదికపె రీంరుగా నియమించడ  
మయింది. నోటీసు ఇవ్వకుండాను, ఎట్టి కారణం మాపకుండాను ఆయనను పనినుండి  
తొలగించ వచ్చు ఆనె షరతుకు ఈ నియామకం లోబడి స్ట్రాటుంది. ఆయన  
వెంటనే.....లో వున్న సాంఘిక సేవ ఇన్ స్పెక్ ఠ్ సమకంలో పనిలో చేరాలి.

జిలా సాంఘిక సంకేమ అధికారి,

జిల్లా,

సంబంధించిన వ్యక్తికి,

హైదరాబాదులో వున్న ఆంధ్రప్రదేశ్ సాంఘిక సంకేమ శాఖ డె రెక.రు గారికి  
నియామకం తాలూకు సమాచారం ధ్రువీకరణ నిమితం దీని ప్రతి పంపడమయింది.

ఒక ప్రతి, జిలా ఉపాధి కల్పన అధికారికి సమాచారం నిమితం.

ఒక ప్రతి.....లోని సాంఘిక సేవ ఇన్ స్పెక్ ఠుకు సమాచారం నిమితం,  
ఆయన పై తెల్పిన వ్యక్తి ఉద్యోగంలో చేరిన తేదీ తెలియపరచాలి.

ఒక ప్రతి 'ప' గుమాసాకు సమాచారం, తగుచర్య నిమితం.

**MODULE-II**

**Service Matters**



# STATE AND SUBORDINATE SERVICE RULES

## 1. Scope of the rules (Rule 1)

- i. The T.S. State and Subordinate Service Rules, 1996 were issued by. The Governor of A.P. in exercise of the powers conferred on him in proviso to art.309 of the Constitution of India (G.O.Ms.No.436 GAD (Ser.D) dt.15.10.1996): These rules are known as GENERAL RULES. They govern the Gazetted and Non-Gazetted posts under the State Government constituted into: State and Subordinate Services, along with the special rules or adhoc rules issued by the Government with regard to each category or class of service whether temporary or Permanent.
- ii. If any of the provisions in these rules are contrary to any provisions.in .the special rules applicable to any service concerning any specific matter; then the provision in the special rules will prevail over these rules.

## 2. METHOD OF APPOINTMENT (Rule 4)

- i. By anyone• or more of the following methods, as specified in the Special Rules of the concerned service.  
  
(a) Direct recruitment, (b) Promotion, and (c) By transfer (There can be appointment by contract, agreement, on compassionate grounds or re-employment also)
- ii. If the Special Rules indicate more than one method of appointment the cycle or order in which the vacancies shall be filled by different methods should be indicated.
- iii. Direct recruitment shall be made against substantiate vacancies, which mean all vacancies in permanent cadre and all vacancies, in the posts which have been in existence for more than five years. The percentage earmarked for-direct recruitment should not be less than 33 1/3% in respect of posts in state services and 30% in respect of posts in subordinate service (G.O.MS.NO 142, GA (Ser.A) Department, dt..13.3.2008.
- iv. The posts earmarked for direct recruitment in the Special/ Adhoc Rules should be filled by direct recruits strictly and not by any other method.



### **3. QUALIFICATIONS FOR DIRECT RECRUITMENT (Rule 12)**

- i. Academic qualification fixed for the post in the Special/ Adhoc Rules.
- ii. Sound health and active habits and free from any bodily defects or infirmity.  
B. character and antecedents satisfactory
- iii. Minimum age of 18 years. Maximum age mentioned in the Special Rules, if so mentioned if not 34 years, which is relaxed• up to 5 years for SCs, STs and BCs and up to 10 years for physically handicapped. Relaxed up to 5 years of regular service in the case of those in State Government Service and the Persons who worked in armed forces are allowed to deduct 3 years in addition to the entire service in the armed forces, for SCs and STs when limited recruitment is made relaxation up to 10 years is allowed. Maximum age limit raised by 6 years in GOMs No. 561, GAD (Ser. A) DT.11.101988-expect To The Post Of Executive. Nature in Police, Excise, forest and Fire Services. In no case it should exceed 45 years with regard to SCs and STs and 40 years for BCs.
- iii. Disqualifications are: Canvassing or bringing influence, plural marriage not permissible under the personal law applicable to the candidate dismissal from service previously and conviction in a criminal court. (Persons involved in subversive activities also are not fit for Government service.)

### **4. ELIGIBILITY FOR PROMOTION/APPOINTMENT BY TRANSFER (Rule -8) and Rule 12(3) (B)**

Satisfactory completion of probation in the category in which he is serving and acquisition of requisite qualifications prescribed in the special rules by the prescribed date.

### **5. SELECTION AND NON SELECTION POSTS (Rule 5)**

- i. All first appointments/ promotions/ appointments by transfer to State Service (Selection posts) shall be made on grounds of merit and ability, seniority being considered only when merit and ability are considered approximately equal. Panels have to be prepared by the appointing authority or any other authority empowered in this behalf.
- ii. Promotion/appointment by transfer to non-gazetted posts (Non selection posts) shall be made in accordance with seniority-cum-fitness unless such a member of a service is given promotion or appointment by transfer has been withheld as a penalty.

- iii. List of eligible employees has to be prepared every year (1<sup>st</sup> September to 31 August of the succeeding year) by the appointing authority for non-selection category posts considering the record sheet and qualification prescribed for promotion and by transfer. (rule.6 (I)).
- iv. Departmental Promotion Committees have been constituted by Government for promotion to gazetted categories except to the 3rd level gazetted posts, which are within the purview of the APPSC for which a screening committee has been constituted by the government. (Items 12 and 12-A of rule 2).

## 6. PREPARATION OF PANELS (RULE 6)

- i. The panel of approved as referred to 'in item 5 (i) above, shall be prepared by the' competent authority in consultation With the Departmental Promotion Committee (DPC)' or APPSC as the case may be, the appointing authority shall make appointments from' such panels in the in which the candidates' in such panel are arranged in the order of their preference.
- ii. Panel of candidates for appointment promotion and by transfer prepared by the DPC concerned shall be. Prepared ordinarily in the months of September of every year on the basis of estimate of vacancies made reckoning 1st September to 31st August of the succeeding year as the panel year and 1st September as the qualifying date. For preparation of panel the zone of consideration will be 1:3

### AMENDMENTS:

#### In the Side Rules:-

- (1). in rule 6(b), the following shall be inserted as first proviso namely.
 

“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 care strength is more than five"
- (2) After inserting the above proviso:
  - (a) in the second proviso for the words "provided that" shall be instituted”.
  - (b) In the third proviso, for me words "provided also that" shall be Substituted. C.G.O MS. No.123 GA (Ser.D) dept-dt.19.4.2003.
- iii. The validity of the panel-is from 1st September of the year to 31st August of the succeeding year and the vacancies estimated to arise during-that-at period only are to the considered for promotion of the eligible-candidates. However, only for those vacancies which arose during the panel year, if there has been delay in issuing orders of appointment / promotions for any administrative reasons, orders

of Promotion can be issued up to 31st of December of the year to the candidates from out of the panel already approved and not for the vacancies that arose after 31st August of the said year. (Govt. Memo. No. 11305/Ser-D/2000. GAD dt.3.3.2000).

- iv. Panels need not be prepared if vacancies are not available for that particular year or where the appointing authority does not consider it necessary
- v. In the exigencies of administration the Government may however order preparation of panels as frequently as may be necessary.
- vi. Approved panels may also be reviewed by the appointing authority for purposes of inclusion of such of those candidates whose cases were Deferred previously for being under suspension or due to pendency of Disciplinary proceedings or criminal proceedings but subsequently Exonerated, if found fit by OPC/APPSC concerned and for 'deletion of Those who were subsequently placed under suspension or whose work And conduct has come up for adverse notice after their inclusion in the Panel.
- vii. DPCs may undertake review when cases of the followings nature are placed before them:
  - a. When eligible persons were omitted to be considered or ineligible persons were considered by mistake...
  - b. When a person's seniority was revised with retrospective effect.
  - c. When procedural irregularity was committed by DPC, and
  - d. When adverse remarks against a person have been subsequently toned down.
- viii. In cases where it is necessary to consult APPSC, (on the recommendation of screening committee) the panels have to be prepared similarly as above
- ix. Inclusion of a candidate's name in any panel shall not confer on him any right for appointment. (Rule .6(b))
- x. Persons whose names have been included in the panel but who could not commence probation-their .cases have to be considered afresh for the next year's panel along with other qualifies candidates having regard to their relative merit and ability.

## **7. PROMOTION OR APPOINTMENT BY TRANSFER CERTAIN INSTRUCTIONS ISSUED BY THE GOVERNMENT**

- i. 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. (Circular Memo.No.34633. C/ser.C/99 -dtA-11-1999)
- ii. Any minor penalty bars promotion or appointment by transfer for a minimum period of

one year withholding of increment with cumulative effect bars promotion or appointment by transfer for twice period for which increment is the withheld to both selection and Non selection posts (G.O.MS.NO.342 Gad (ser.C) dt.4.8.97

- iii. 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 government by (G.O.MS. NO.257 G.A (ser.C) dt 10-6-1999) ng
- iv. 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 punishment and not merely guided by the fact whether punishment is substituting as on the date of meeting of DPC / Screening committee or on the qualifying date for preparation panel ((GO. MS.NO. 203 G.A (Ser –C) dt. 5-5-1995.
- v. (a) 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  
  
(b) Similarly in case of the ABC is completed and it is at the stage of preliminary enquiry the eligibility of a candidate for promotion may be determined without reference to such enquiry.  
c) Where inquiry by the ABC is completed and it is proposed to hold regular enquiry the case may be deferred. (GO.MS.NO. 187 GAD (Ser.b) dt. 25-4-1985).

## **CONFIDENTIAL REPORTS TO BE CONSIDERED**

- i. The DPC should assess on its own the suitability of the officer on the basis of their service record considering the confidential report for equal number of years in respect of the officers considered particularly for the five years out the proceeding eight years where one or more CRs have not been written during the relevant period the DPC should consider the CRs for the proceeding periods in question
- ii. In case of direct recruit having less than 5 years of service, CRs for not less than three years should be taken into account.
- iii. If an officer is working in a next higher grade earned, the CRs in that grade may be considered but no extra weight age may be given merely on the. Ground that he has been officiating in the higher grade (Go Ms No, 291 GAD dt.3-4-90).
- iv. Adverse remarks in CRs not communicated to the person concerned should not be taken into consideration.

- v. Where adverse remarks the CRs are toned down or expunged subsequent to consideration by the OPC, the case of such person would be brought before the same OPC for review.
- vi. The DPC should not be guided merely by the overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of the entries in the CRs.

## **8. APPEAL, REVISION AND REVIEW (Rules 23, 24 and 25)**

- i. Appeal, against an order of promotion can be made within 6 months from the date of such order to an authority which can entertain appeal against dismissal.
- ii. Member of service may submit a revision petition against the order of the Appellate Authority within 3 months 'of the order passed by the Appellate Authority to the Govt.
- iii. The power of revision can be exercised by the Government or by the Head of the department on their own motion at any time or application by the aggrieved person within a period of 6 months from of his junior. Persons affected by such revision shall be given an opportunity of making representation against the proposed revision before an order of revision is passed.
- iv. The government may on their own motion or otherwise review any original order passed by them, if it was passed under any mistake of fact or for any other sufficient reasons. The persons who will be affected by such review should be given an opportunity before an order is passed.

## **9. TEMPORARY APPOINTMENT (Rule.10) (INCLUDING DIRECT RECRUITMENT, PROMOTION AND APPOINTMENT BY TRANSFER)**

- i. When it is necessary to fill up a vacancy emergently in public interest in a post borne in any 'cadre of service and if filling up of such vacancy in accordance with the rules is likely to cause undue delay the Appointing Authority may appoint a person temporarily otherwise than in accordance with the rules, either by direct recruitment or by promotion or appointment by transfer as maybe' specified as the method in respect of that post in the special rules.(Formats 'to be adopted for temporary appointment by transfer were prescribed in Govt. Memo No. 1054/SER.A185-2, GAD dt.6.3.1986).
- ii. only the persons having the qualifications can be so appointed When qualified persons are not available unqualified persons can be appointed on

qualified persons are not available, unqualified persons can be appointed on temporary basis and being replaced by qualified persons as soon as possible when such qualified persons are available

- iii. A person so appointed has no preferential claim to the post in future. He shall not be regarded as probationer
- iv. The appointing authority can terminate the service of the person appointed temporarily at any time without notice and without assigning any reasons, if appointed by direct recruitment or revert him to a lower post if promoted appointed by transfer
- v. The practice of making in charge arrangements on own scale of pay of the incumbent is discouraged. Whenever filling up of vacant post is considered expedient ill the exigencies of administration, action has to be taken by the concerned appointing authority to fill up the post following the relevant special/ adhoc rules duly placing proposals before the DPC / APPSC as the-case may be or by Making full additional charge arrangements provided for in the FRs
- vi. Person appointed temporarily is not eligible for an increment in the time scale of pay applicable unless he passes the test, or completes the training or acquires the qualifications prescribed in the special rules, as a condition for grant of increment

## **10. TIME LIMIT FOR JOINING POSTS (Rule 11)**

- i. Direct recruitment: 60 days from the date of dispatch of the order. of appointment by registered post with acknowledgement due. If he fails to join within the stipulated period of 30 days, the offer of appointment shall, be treated to have been cancelled and the name of the candidate shall be deemed to have been omitted from the list of approved candidates.
- ii. Otherwise than by direct recruitment: 15 days from the date of receipt of the order of appointment sent by R.P. Acknowledgement due or by other means. If he fails to join within the stipulated period of 15 days or evades joining the new post by proceeding on leave, he shall lose his promotion right offer for the current panel year and the name of the candidate shall be placed before the next DPC for consideration in the next panel year In the case of non-selection posts, the name of the candidates 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 (G.O.Ms. No. 145 GA (Ser. D) DT. 15-6-2004).

## 11. SPECIAL REPRESENTATION (RESERVATION) (Rule 22)

- i. A feature of direct recruitment to any service is giving special representation in services to the socially backward class of citizens. This is as a measure of social justice backed by certain important constitutional provisions viz Art. 15(3) and (4), 16(4) and 335 of the constitution of India.
- ii. The benefit of reservation is available in AP. State in favour of scheduled castes, scheduled tribes, backward classes, women, physically handicapped, ex-servicemen, meritorious sportsmen and such other categories as may be prescribed by the Government from time to time and the manner specified in the General Rules or special rules. Communities belonging to SCs and Stand BCs already notified can be seen in schedule-I appended to the rules.
- iii. The principle of reservation shall apply in all appointments to a service class or category:
  - a) By direct recruitment, except when the Government by a general or special order made in this behalf, exempt such service, class or category.
  - b) Otherwise than by direct recruitment, the principle of reservation in the matter of promotion and appointment by transfer involving promotion in so far as it relates to S.Cs and S.Ts only shall apply to such services, class or category whose total strength of the post is more than five (G.O.Ms. NO.123 GA (Ser-D) dt. 19-4-2003)

(Substituted in G.O.Ms.No.123, G.A (ser.D) Dept., dt.19.04.2003]

- 2.(a) The unit of appointments 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 five shall be reserved for the basis of open competition and subject to rule 22-A of these rules.
- 2.(a)(i) 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 employee as per the roster points in sub -rule 2(e).
- A. in the case of appointments I promotions to the posts referred to in clause 2(a)(i) above;' the panels of eligible candidates for promotions, the names of eligible Scheduled Caste and Scheduled Tribe employees

from the feeder Category have 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 .and Scheduled Caste and Scheduled Tribes employees as per roster system.

Such roster point has-to be field up by moving up an Scheduled Caste add Scheduled Tribe employees who is below ion the se/;1iority" 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 of the scheduled Caste and Scheduled Tribe candidates who are found in the lists of candidates fir for promotion on account of their seniority in tile feeder category and those "who' are moved up 'to fill up' the required roster point further adjustment of Scheduled Tribe employees against roster' point has to be stopped.
- D. Unutilized roster points after the required Scheduled Caste and Scheduled Tribes percentage is met, shall lapse.
- E. If required number of Scheduled-Caste and Scheduled Tribe employees are 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.

[2(a) to 2(a)(I)E Substituted in G.O.MS.No.123,GA (ser.D) Department dt.19.04.2003]

1. See G.O~Ms.No.5, SW (SW.ROR.I) Dept., dt.14.02.2003and
2. D.O.Ms.NO. 21, SW (ROR.I) Dep't. 18.03.2003)

- iv.a) In a unit of 100 vacancies the present policy of reservation in appointments for various categories is as follows:

SCs ..15, STS..6, BCs..25 -Total46

(Among BCs:BC(A)...7, BC(B)...10, BC(C)... 1,BC(D)...7 Total.... 25)

- b) Out of the remaining 54 vacancies to be filled by open competition, if the Special Rules provide for appointment for Physically



handicapped...3-, Ex. servicemen-2, and Meritorious sportsmen one respectively, respectively.

- v. These appointments which are to-be made in the order of rotation in a unit of 100 vacancies are watched through-the-rosters-prescribed. Rosters should be maintained for each category, class, category of service, whether regular or temporary. As per the existing policy, the points reserved for various categories in the roster are as follows:

STs	8,25,33,58,75,83	(6)
SCs	2,7,16,22,27,~1,47,52,62,?6,72,77,87,91 ,97 (15)	(9)
BCs:		
BC(A)	4,20,29,45,54,70,79	(7)
BC(B)	10,24,35,49,60,74,81,85,95,99	(10)
B-(C) ...	14	(1)
BC-(D)	18,39,43,64,68,89,93	(7)
BC (E)		
<b>Total</b>		<b>(46)</b>

OUT of the balance of 54 (to be filled by open competition):

- (i). PHYSICALLY HANDICAPPED: 6, 31, 56 (3)  
(6-Mental Illness visually; 31 Hearing, 56-Orthopedically handicapped)

**Reservation for Economically Weaker Sections –**

1. GO.Ms.No:33, GAD Dated 08.02.2021
2. GO.Ms.No:65, GA (Sec-A)Depart., Dated 19.03.2021

- (ii). EX. SERVICEMEN: 12, 37  
(2)

- (iii). MERITORIOUS SPORTSMEN: No particular point reserved for one present To be filled against next available OC vacancy (O.C vacancies are to be filled on the basis of merit).

- (iv) a If in any recruitment, qualified candidates belonging to SCs STs, BCs (all 4 groups) including women in these categories are not available for appointment to any-or all the vacancies reserved for them, a limited recruitment confined to candidates belonging to that category shall be made immediately after general recruitment to select and appoint qualified candidates from among the persons belonging to these categories to fill such reserved vacancies’)

- b. Even after conducting limited recruitment any of the vacancies reserved for S.Cs, S.T.s, B.C.S, (all 4 group) and women still remain unfilled for want of qualified candidates such vacancy may be allotted to open competition only after obtaining orders of the Government.

- c). Equal number of vacancies if so filled up by OC shall be carried forward for three consecutive years. Such vacancies form additional vacancies in addition to the vacancies which arise for such persons during those years and they have to be filled up first.

- d). during the 3rd succeeding year S.C. vacancies by STs. and ST. Vacancies by S.C.s can be filled, if qualified candidates in the respective groups are not Available
- e). Similarly. in B.C if qualified candidate of a particular group is not "available, vacancy will accrue to the next group (G.O.Ms.No.65, GA (Ser.D) dt.15-2-97).(The principle of carry forward in respect of vacancies for BCs (all 4 groups) shall be w.e.f 18-3-1996 and in respect of women shall be w.e.j 28-10-96)
- vii. Persons belonging to SC,ST,BC, Women, PH and Ex, Servicemen shall be Considered for open competition vacancies on the basis of merit and the number of appointments reserved for those categories shall not be affected when they are so selected to OC vacancies.
- viii. At no selection for recruitment other than any limited recruitment made, the No. of reserved vacancies including additional vacancies reserved shall exceed 52% of the total No. of vacancies for Selection and all vacancies in excess of 52% of the total No. Of vacancies for which recruitment is made on any particular occasion shall be treated as unreserved.

Provided further that the carry forward vacancies and current reserved vacancies in a recruitment shall be available for utilization even where the total NO. Of such reserved vacancies exceed 52% Of the vacancies filled in the recruitment, in case the overall representation of SCs and STs BCs (all 4 groups) and-women in the total strength of the concerned grade or cadre, has, not reached and the prescribed percentage of reservation of 15% for SCs and 6% for STs, 7% for BC(A), 10% for BC(B),1% for BC(C) and 7% for BC(D), respectively (rule 22 (i)).

- ix. Where there is only a single solitary post borne in the class or category of service, the rule of special representation shall not apply for appointment to, such post (rule 22(j)).
- x. In respect of appointments by promotion or recruitment by transfer from subordinate service in state service, where such appointments or recruitment by transfer is made on the principle of merit and ability seniority being considered only when merit and ability are approximately equal, the claims of any member of the SCs and STs shall be considered for such appointment on the basis of seniority subject to fitness. However, a member of the SC or ST possesses superior merit and ability he shall be allowed to supercede not only others but also the members of SCs and STs as the case may be (Rule 22(k)).

### **RESERVATION FOR WOMEN (Rule 22-A)**

33.1/3% reservation in all categories of posts in OC, SC, ST, BC (all 4 groups), PH and meritorious sportsmen quota where men and women are equally suitable. The posts for which they are better suited than men, preference shall be given to them.

Posts which are exclusively reserved for being filled by women they shall be filled by women only.

**Roster points fixed for Women in each category against the points shown above:**

- a. SC 2, 22, 47, 66, 87
- b. ST 8, 58
- c. BC (A) 4, 45, BC (B) 10,49,81,99; BC(C) 14 in every third 100 points roster and BC(D)...18,64
- d. Physically Handicapped:
  - 6<sup>th</sup> point for visually handicapped women in the 1<sup>st</sup> 100 points roster cycle.
  - 31st Point for hearing handicapped women in the second 100 points roster cycle.
  - 56th point for orthopedically handicapped women in 3rd 100 points roster cycle.

(GO.Ms. No. 72 Women Development and Child Welfare (W. H. Desk) Department, dt. 5-8-97.)
- e. OC 1,6,12,17,23,30,34,38,44,50,55,59,65,71,78,84,90,96
- xi. The appointing authorities are responsible for proper implementations of the reservation policy and any violations will be viewed seriously by the Government, resulting in severe disciplinary action.

**EXTENSION OF RESERVATION POLICY**

Other than Government departments the rule of reservation has to be followed in the following organizations:

- a. All companies and corporations under the control of the Industries and Commerce Department of the government.
- b. All subsidiaries of the Government and Government undertakings.
- c. All joint venture undertakings where government or government undertakings have 31 % or more of the shareholding.
  - a. Joint ventures where the government undertakings have 26% or more of shareholding, but do not have majority in shares are advised to follow the rule as far as possible.
- d. Also local bodies and universities, voluntary organisations receiving grant in aid from Government and private educational institutions.
- e. Village officers.

- f. Appointments of work charged and contingent staff except those required for emergencies like accidents, flood relief, restoration and relief etc.

**xii. ENFORCEMENT MACHINERY:**

The government appointed inspecting Asst. Comers; in the social welfare department with supporting staff to ensure scrupulous implementation of the reservation policy and other concessions provided for SCs/ STs/BCs. They are

empowered to inspect all government offices, local bodies, statutory corporations, PSUs Cooperative institutions, marketing committees etc., for verifying the implementation of the rule of reservation and submit detailed reports as to how it is being implemented pinpointing the lapses if any, on the part or the appointing authorities. The Employment exchanges are also inspected to see while sponsoring candidates, whether the interests of SC, ST, BCs are protected. Severe Disciplinary action will be taken against the appointing authorities for the lapses, if any, viewing the matter very seriously.

**12. PROBATION (Rule 16)**

- i. 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 or by transfer from another service is put on test for determining his fitness to hold the post in a service, class or category. Probationer means a member of a service, class or category who is on probation and yet to complete it. Approved probationer is one who has satisfactorily completed his probation in a service, class or category (rule.2)

**ii. COMMENCEMENT OF PROBATION (Rule 16-a)**

- a. If appointed regularly in accordance with rules of the service from the date of joining duty or such other date as may be specified by the appointing authority.
- b. If appointed temporarily under rule 10 ie., otherwise than according to rules and subsequently appointed to the same post in accordance with rules-from the date of his subsequent appointment or from an 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.
- c. A person appointed to a service otherwise than by direct recruitment, shall be deemed to have commenced probation from the date from which he has been continuously on duty in such service for a period of not

less than-60 days from the date of joining duty having been appointed on regular basis in accordance with the rules.

This rule will not apply to those who are appointed in consultation with the TSPSC or DPC or any other agency for recruitment specified by Government (rule 16-b)

### **iii. PERIOD OF PROBATION**

- a. Every person appointed by direct recruitment to any post shall be on probation, from the date on which he Commences probation, for a period of two years within a continuous period of three years.
- b. Every person appointed to any post by promotion or by transfer shall be on probation from the date on which he commences probation, for a period of one year within a continuous period of two years (rule. 16 (c))
- c. Whenever a continuous period of duty is prescribed as probation in the service rules, leave taken by a probationer constitutes a break in the continuity of probation (Annexure XII to FRs)

### **IV. PERIOD WHICH COUNTS TOWARDS PROBATION**

- a. Entire service put in that category of service.
- b. Service in a higher category of the same service or class or in any other service (State or Subordinate) 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.

### **V. PASSING OF TESTS DURING PROBATION (Rule 16-e&f)**

- a. If a person is required to pass the prescribed tests or acquire any qualification as prescribed in the special rules, within the period of probation he should do so, failing which the appointing authority may either extend the probation or discharge him from service.
- b. If the results of the tests to be passed, which the probationer has appeared, are not known before the expiry of the prescribed period of probation or extended period of probation he shall continue to be on probation until the results of such tests or examinations are published.
- c. Any delay in the issue of an order discharging a probationer shall not entitle him to be deemed to have satisfactorily completed his probation.

### **VI. CHANGE IN THE DATE OF COMMENCEMENT OF PROBATION**

A probationer who fails to pass the prescribed tests or acquire the special qualifications prescribed within the period of probation or within the extended period of probation and whose probation is further extended by Government till the date of

his passing such tests or acquiring such qualifications, shall be deemed to have commenced probation w.r.t. the date to be fixed by the Government which would be anterior to the date of his passing the tests or acquiring such special qualifications. 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 w.e.f. the date so fixed. This sub rule shall not apply in the cases of persons appointed to a class or category or grade in a service prior to 9-3-81 and whose seniority in the said class, category or grade was fixed under the then sub rule(b) of rule 33 prior to the said date (rule 16.h)

**vii. SUSPENSION, TERMINATION AND EXTENSION OF PROBATION (RULE 17)**

- a. If the probationer fails to pass the prescribed test or acquire the prescribed qualifications the appointing authority may extend his probation to enable him to pass the tests or acquire special qualifications prescribed, as the Case may be not exceeding one year whether on duty or otherwise is such service, class or category, in which case his increment is postponed until he, completes his probation. Such postponement of increment is not a penalty and shall not affect future increments after he completes probations.
- b. At any time before or after the expiry of the period of probation the appointing authority may extend the probation by not more than one year in case it is not extended as stated above (for not passing of tests etc.) or terminate the probation and discharge the probationer from service, after giving him one month's notice or one month pay in lieu thereof of such notice on account of unsatisfactory performance of duties or Unsatisfactory conduct or for any other sufficient reason to be recorded in writing. (Termination of probation is not considered as a penalty)
- c. At any time before the expiry of the prescribed period of probation, the appointing authority may suspend the probation of the probationer and discharge him for want of vacancy.
- d. If the special rules prescribe postponement of increments as a penalty for failure to pass a special test or acquire a special qualification and if the person concerned has reached the maximum of the time scale of pay applicable to him, it will render him liable to the penalty of reduction to the next lower stage in the time scale of pay.
- e. **APPEAL AGAINST DISCHARGE OF PROBATIONER UNDER SUB ITEM (v) (a) above** can be made within 30 days from the date of receipt of the order of discharge, to the authority to which an appeal would be against an order of dismissal passed by the competent authority. Such an authority, either on its own motion or otherwise revise any order discharging the probation within one year of the date of such order.
- f. when probationer is restored to service on appeal, the period on and from the date of discharge to the date of restoration, shall be treated as laid down in rule 17 (e) (iii) and (iv).

**viii. DECLARATION OF PROBATION (Rule 18)**

- a. At the end of the prescribed period of probation the appointing authority shall consider the probationer's suitability for satisfactory declaration of probation and issue an order to that effect if the service is satisfactory during the period of probation. The decision to declare the satisfactory completion of period of probation or to extend or discharge him should be

Taken within a period of 8 weeks of the expiry of prescribed period of probation. The appointing or higher authority shall communicate the lapses on the part of the probationer well in advance to the expiry of period of probation so that he may rectify such lapses, (rule 18(b)(i)).

- b. If the probationer fails to give satisfaction to appointing authority which should be based on work and conduct or if he has not made use of the opportunities given to him, the appointing authority can discharge the probationer after giving one month's notice, as already mentioned above.
- c. The competent authority shall assess the outlook, character, ability, and aptitude for the work of the probationer before the probation is declared. If no order of satisfactory declaration of probation is issued (when all satisfied) even after one year of completion of probation or extended period of probation, the probationer shall be deemed to have satisfactorily completed 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 purpose of record.  
However, this deeming provision will not apply if charges have been communicated to the probationer during the period of probation or the extended period of probation or for failure to pass the prescribed tests or acquire the qualification within the period of probation (rule 18(b) (ii)).
- ix. The power exercisable by the appointing authority, other than State Government can be exercised by any higher authority to whom such authority is administratively subordinate whether directly or indirectly (rule 20).

**13. CONFIRMATION (Rule 21)**

- i. Soon after a person is declared or deemed to have satisfactorily completed his probation, he shall be confirmed as a member of that service to which he was [been appointed initially i.e., for the first time, by the appointing authority.

There is no need to have vacancy in a permanent post.

- ii. During his entire service, a person shall be confirmed only once, i.e. in the initially recruited service irrespective of the fact whether he is promoted within the same service or appointed by transfer to any other-service, from time to time.

**14. SENIORITY (Rule 33)**

- i. The seniority of a person in a service, class or category or grade is determined by the date of his first such appointment to service, class or category or grade (rule 33 (a)).
- ii. At the time of passing an order appointing two or more persons simultaneously to a service, the appointing authority may fix either for the purpose of rule of reservation in appointment or for any other reason the order of preference among them. When such an order has been fixed seniority among them shall be determined accordingly (rule 33b).
- iii. Whenever a 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 (Rule 33 c).
- iv. Where a member of a service, class or category is reduced to a Lower service, class or category for a specific period.
  - a. If such reduction does not operate to postpone future increments, the seniority of such a person, on re-promotion shall, unless the term 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.
  - b. If the reduction operates to postpone future increments, the seniority of such a person on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed giving credit for the period of such service earlier rendered by him in the higher service, class or category (Rule 33-e).
- v. The seniority of a retrenched employee on reappointment shall be determined in accordance with the date of reappointment (Rule 33-f).
- vi. a. The seniority of person transferred on his own request from one unit of appointment to another unit of appointment on administrative grounds, shall be determined W.r.t. The date of his seniority in the former unit (Rule 35-a).
  - b. The seniority of a person who is a transferred on his own request from one unit of appointment to another unit of appointment, shall be fixed w.r.t the date of his joining duty in the later unit of appointment (Rule 35-b).
- vii. a. The seniority of the persons selected by the APPSC or other selection authorities, by direct recruitment, shall be W.r.t their ranking assigned irrespective of their date of commencement of probation in that category (Rule 36-i)
  - b. The seniority of the person promoted or appointed by transfer including probationer shall be w.r.t. the dates from which they were placed on probation and if the dates of commencement of the probation is the same, whoever is aged shall be senior (Rule 36(ii) and (iii)).



- c. In respect of persons appointed by transfer on administrative grounds seniority shall be determined from the date on which he was placed on probation in the original department (rule 36(iv)) and in respect of persons on request transfer seniority shall be determined from' the date of his joining in the new department / unit(Rule 36(v)).
- viii. Appeal against seniority has to be made within 90 days from the date which junior was promoted and as regulated by Rule 26.
- ix. The candidates recruited directly by the APPSC who are re-allotted from one unit to another unit in accordance with rule 4(c) (see item no. 19) shall be assigned seniority below the 1st regular candidate in the concerned class or category in the unit to which he is re-allotted (Rule 37).
- x. Seniority once fixed cannot be altered subsequently without notifying to the affected person and giving an opportunity to him to represent against the proposed action.
- xi. Inters seniority between direct recruits and promoters to a category of service has to be regulated as per the instructions in Para 14 of circular Memo. No. 16 ser. A 98-99 GAD DT. 21-4-1999.

## **15. POSTINGS AND TRANSFERS (Rule 38)**

- i. Transfer is an incidence of service and the power to transfer need not be traced to any rules. It is also an implied condition of service and the appointing authority has a wide discretion in the matter. Government is the best judge to decide and to distribute and utilize the services of its employees.
- ii. Postings and transfers may be made to any post borne on the cadre of such service, subject to the provisions of the Presidential Order, as the case may be.
  - a. If he is of a subordinate service within the unit of appointment, and
  - b. If he is of state service anywhere in the State (limited to territorial jurisdiction of the local cadres)
- iii. Transfers and postings shall be made by the appointing authority or such other authority subordinate to the appointing authority to whom such power had been delegated, within their respective jurisdiction, subject to units of appointment under the Presidential Order.
- iv. The Head of the Department may transfer a member of a service from unit of appointment to another unit appointment where the presidential Order is not applicable.
- v. In respect of members of the State service where Government are the appointing authority and the Head of the department is competent to grant leave shall also be competent to issue reposting orders such person on return from leave.

- vi. The State Government on its own motion or on a proposal made by the Head of the department, order for sufficient reasons, the transfer of members of State or subordinate service from the local cadres organized under the

Presidential order to office of the concerned Head of the department and offices notified under the said order as state level offices or special offices or major development projects and vice versa.

- vii. The appointing authority or any other authority superior to such appointing authority, require a member of the state or subordinate service in any post borne on the Cadre of anybody wholly or substantially owned or controlled by Government.

- viii. Some guidelines issued by Government with regard to postings and transfers:

- a. No Government employee may be transferred from one Place to another before he serves there for a period of three or two years, as the case may be except on grounds of promotion or as a measure of penalty or at his own request in very special cases.
- b. Where any deviation from the guidelines has to be made, prior sanctions of the superior authority should be obtained before such transfer is affected. A monthly periodical report should be submitted by the competent authority to the Head of the department/ Government. Deviations of these instructions result in disciplinary action (Govt. Memo. No.864/Ser.N85-1 GAD dt 3-7-85)
- c. With regard to posts identified as focal points employees should not be allowed to continue indefinitely in such posts in order to prevent malpractice and corruption..
- d. Posts shall be classified as highly preferred, preferred and normal, depending on the location of the posts in the office situated in capital city/ District head quarters/ other places, respectively and employees shall be given postings to these places on rotation. 9G.o.Ms.No.531, GAD (Ser.A) dept, dt. 23-9-1989)
- e. If there is a grievance against a transfer order, an appeal can be made to the next higher authority (Govt. Memo No. 116 GAD (Ser.A) dt.21-2-90)
- f. Requests for transfer on medical grounds for self or spouse for cancer, heart operation, neuro surgery, bone T.B. kidney transplantation treatment, have to be considered on selective basis for treatment to places where such medical facilities are available and not to be accepted as a matter of course. It should not be for focal posts (GP.Ms.236, GAD (Ser.A) dt.27-5-96).
- g. Employees who retire within one year may not be transferred from their places of working except on promotion or on own request or as a measure of penalty. (GO.Ms.379 GAD (Ser.A) dt.29-8-96).
- h. First level gazette officers, except those belonging to Police Dpt. may be allowed to be posted to their native districts but not to local jurisdiction comprising their native Mandal Division (G.O. Ms. No. 418 G.A. (Ser.A) Dt. 24.6.1991).

## **16. RESIGNATION (Rule 30)**

- i. An employee can resign his appointment and this resignation shall take effect from the date of relief if he is on duty, after the acceptance of resignation of the competent authority.
- ii. If on leave, from the date of communication of order of acceptance or on the expiry of leave as decided by the appointing authority.
- iii. In other cases from the date of communication of orders of acceptance or resignations.
- iv. The resignation-of the member of a service shall not be accepted against whom disciplinary proceedings are instituted under the C.C.A rules or investigation, enquiry or trial is initiated.
- v. Withdrawal of resignation after acceptance by the appointing authority is not permissible without the orders of Government.
- vi. An employee who resigns his appointment shall forfeit all his previous service under the Government.
- vii. The person reappointed with the approval of the Government shall be treated as fresh entrant to Government service and the past service shall not be counted for any benefit or concession under any rule or order.
- viii. Where a member is selected by direct recruitment to another post, his lien or probationary rights in the original post shall be retained for a period of 3 years or until his probation is declared in that post. If he does not return to-original post within 3 years, he shall be deemed to have resigned that post but however he is eligible for the benefits accrued to him for the past service.

## **17. RELINQUISHMENT OF RIGHTS (Rule 28)**

Any member of a service may relinquish any right or privilege to which he is entitled to, if in the opinion of the appointing authority such relinquishment is not opposed to public interest. Such relinquishment once made shall be final and irrevocable. However, conditional relinquishment of right for a temporary period is not permitted.

## **18. RELAXATION OF RULES (Rule 31)**

- i. Under rule 31, the Governor has the power to relax the rules or special rules in favour of any person or class of persons, in such a manner as may appear to be just and equitable to him where such relaxation is considered necessary in public interest or where the application of rule or rules is likely to cause undue hardship to the person concerned (rule 31)
- ii. The Head of the Department also has the power to relax any rule or rules in favour of any person or class or category of persons whose post or posts carry a scale of pay

less than that of the junior assistant in his department in so far as if relates to transfer, promotion or the service conditions, in such a manner as may appear to be just and equitable of such rule or rules would cause under hardship to the person or persons concerned. However, such relaxation cannot be granted in regard for appointment by transfer of a person Who is not qualified for appointment to the post of junior assistant or equivalent post (rule 32).

- iii. The State Government may on their own motion or otherwise review the orders of relaxation issued or cancel such order within a period of six months from the date of such relaxation order, if it is found that the said order was passed under mistake of fact or law or ignorance of any material or for any, sufficient cause to be recorded in writing. Order cancelling the relaxation should not be issued without giving an opportunity to the person concerned of making representation against the proposed action (rule32-b)

## **19. REALLOTMENT OF CANDIDATES SELECTED BY APPSC**

Should be with mutual consent of the appointing authorities concerned and with the consent of the APPSC. Such allotment shall be strictly in conformity with the provisions of the A.P. Public Employment Organizations of Local Cadres and Regulations of Direct Recruitment Order, 1975 (rule 4-c)

## **20. LANGUAGE TEST IN TELUGU (Rules 13&14)**

- i. 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. Person who has not passed the test shall be allowed time till the expiry of a total three years period from the date of appointment by extending probation.

A Person who was appointed to a service but who has not passed the Language Test in Telugu is allowed time up to 30-6-2001 for passing the test, with no further extension of time. Those who are appointed on or after 1-11-1956 should pass the test by 1st July 2001, subject to those who are in service and not completed 45 years of age by that date shall be discharged from service w.e.f 1st July 2001, if they fail to pass the said test by that time.

- ii. A person who has passed the SSC or its equivalent examination or any order higher examination with Telugu as the medium of instruction and examination or with Telugu as one of the subjects shall be exempted from passing the test. A person who crossed the age of 45 years is also exempted.

## **21. DEPARTMENTAL TESTS**

There is some misconception regarding exemption from passing the departmental tests to those who have completed 45 years of age. This has been clarified in the following adhoc rule issued in G.O.Ms. No. 225 GA (Ser-C) Department, dt. 18-5-1999

“ Notwithstanding anything contained in the Andhra Pradesh State and subordinate Service Rules or in the Special Rules or in adhoc rules, the government employees who have crossed 45 (forty five) years of age shall be exempted from passing the departmental tests prescribed in the Special Rules or adhoc rules for the purpose of promotion to the next higher category i.e. Promotion or appointment by transfer involving promotion to a post above the one held by him or her if they could not get even one promotion after their initial appointment”.

Provided that the Person who already got a promotion once when no tests are prescribed for the higher post, the exemption is not applicable to him or her if he or she is to be considered for further promotion to next higher category where tests are prescribed. (This adhoc rule is applicable from the Panel year 1997-98)

Provided further that the exemption is applicable in case of departmental tests or special tests only, where they are Prescribed as a pre requisite for Promotion and this exemption shall not be applicable where like technical or academic qualifications are prescribed for promotion to the next higher category of posts.

Provided also that the exemption shall not be applicable for declaration of Probation, where passing of departmental tests or special tests is a precondition for declaration of Probation.

GOVERNMENT OF TELANGANA

ABSTRACT

GAD - Implementation of 10% Reservation to the Economically Weaker Sections (EWS) for admissions into Educational Institutions and for initial appointments to posts in services under the State – Orders – Issued.

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No. 33

Dated: 08-02-2021

Read the following: -

1. The Constitution (One Hundred and Third) Amendment Act, 2019.
2. Office Memorandum No. 12-4/2019-U1, Dated: 17.01.2019, Ministry of Human Resource Development and Department of Higher Education, Government of India.
3. Office Memorandum No. 20013/01/2018-BC-II, Dated: 17.01.2019, Ministry of Social Justice and Empowerment, Department of Social Justice and Empowerment, Government of India.
4. Office Memorandum F.No.36039/1/2019-Estt (Res.) Dt: 19.01.2019, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India.

O R D E R:

The Constitution (One Hundred and Third Amendment) Act, 2019 provides for reservations for the economically weaker sections of society in higher educational institutions, including private institutions whether aided or un-aided by the state, other than the Minority Educational Institutions referred to in article 30 of the Constitution of India and also provides for reservations for them in posts in initial appointments in services under the state.

2. In pursuance of the Constitution (One Hundred and Third Amendment) Act, 2019, the Government of India have, in the references read above, prescribed the eligibility criteria to get the benefit of 10% reservation in admissions into Educational Institutions and appointments to posts provided in favour of Economically Weaker Sections (EWS) citizens other than the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes.

3. Government, after careful consideration of the matter, have decided to implement 10% reservation to the Economically Weaker Section for admissions into all educational institutions in the State and also in respect of initial appointments to the posts in services under the State, following the criteria and guidelines prescribed by the Government of India.

4. Necessary amendments to rules and guidelines in this regard shall be issued by the General Administration Department and Education Department separately.

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

SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT

To  
All the Departments in Secretariat.  
All the Heads of Departments in the State.  
All the District Collectors in the State.  
The Secretary, TSPSC, Hyderabad.  
The Advocate General, TS.  
The Law Department  
Copy to :- The P.S. to Secretary to the Hon'ble C.M.,  
The P.S. to the Hon'ble Minister for B.C. Welfare.  
The OSD to Chief Secretary to Government.  
The P.S. to Secy. to Govt., B.C. Welfare Dept.  
Sc/Sf.

// FORWARDED :: BY ORDER//

SECTION OFFICER

GOVERNMENT OF TELANGANA  
ABSTRACT

Guidelines for implementation of 10% Reservation to the Economically Weaker Sections in respect of initial appointments to the posts in services under the State – Orders – Issued.

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GENERAL ADMINISTRATION (SER.D) DEPARTMENT

G.O.Ms.No.65

Dated: 19.03.2021

Read:

G.O.Ms.No.33, G. A (Ser.A) Department, dated: 08.02.2021.

@ @ @

ORDER:

In the G.O. read above, orders have been issued on implementing 10% reservation to the Economically Weaker Sections for admissions into all educational institutions in the State and also in respect of initial appointments to the posts in services under the State, following the criteria and guidelines prescribed by the Government of India and also instructing that necessary amendments to rules and guidelines in this regard, shall be issued by the General Administration Department and Education Department separately.

2. The Government, after careful examination of the matter hereby issue guidelines and roster points to be earmarked for implementation of 10% reservation to Economically Weaker Sections in respect of initial appointments to the posts in services under the State in the Annexure-I & II appended to this order.

3. All the Administrative Departments concerned / District Collectors / Appointing authorities in the state shall take necessary action in the matter accordingly.

(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 Registrar, Hon'ble High Court of Telangana.  
The Principal Secretary, TSPSC, Hyderabad.  
The Advocate General, Telangana.  
The Law Department, T.S Secretariat.  
Copy to:  
The P.S. to Principal Secretary to CM.  
The OSD to Chief Secretary.  
SF/SC

// FORWARDED :: BY ORDER //

SECTION OFFICER

ANNEXURE-I

(G.O.Ms.No.65, G.A (Ser.D) Department, dated: 19.03.2021)

Guidelines in implementation of 10% Reservation to Economically Weaker Sections (EWSs) in initial appointments to the posts in services under the State.

@ @ @

The following guidelines regarding reservation for EWSs not covered under the reservation scheme for SCs/STs/BCs in respect of initial appointments to the posts in services under the State, consequent to the orders issued in G.O.Ms.No.33, G.A (Ser.A) Dept., dated: 08.02.2021:

1. The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and BCs shall get 10% reservation in initial appointments to the posts in services under the State of Telangana.
2. "Scientific and Technical" posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Departments:
  - (i) The posts should be in grades above the lowest grade of the service concerned.
  - (ii) They should be classified as "scientific or technical", according to which scientific and technical posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology are prescribed and the incumbents of which have to use that knowledge in the discharge of their duties.
  - (iii) The posts should be for conducting research or for organizing, guiding and directing research.
3. Orders in circulation from the competent authority should be obtained before exempting any posts satisfying the above condition from the purview of the scheme of reservation.
4. Persons who are not covered under the scheme of reservation for SCs, STs and BCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees Eight Lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business profession etc. for the financial year prior to the year of application.
5. Also persons whose family own or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
  - i. 5 acres of agricultural land and above;
  - ii. Residential flat of 1000 Sq.ft and above;
  - iii. Residential plot of 100 Sq.yards and above in notified municipalities;
  - iv. Residential plot of 200 sq.yards and above in areas other than the notified municipalities.
6. The Property held by a "Family" in different locations or different places/cities would be clubbed while applying land or property holding test to determine EWS status.

Contd...2<sup>nd</sup> page



7. The term "Family" for this purpose will include the person who seeks benefit of reservation. His/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

8. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a competent Authority. The Income and Asset Certificate issued by any one of the following authorities shall only be accepted as proof of candidate's claim as belonging to EWS:-

- (i) District Magistrate/Additional District Magistrate/Collector/  
Sub-Divisional Magistrate/Mandal Revenue Officer.
- (ii) Revenue Officer not below the rank of Tahsildar and
- (iii) Sub-Divisional Officer of the area where the candidate and /or  
his family normally resides.

9. The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process.

10. The crucial date for submitting Income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

11. The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause:-

*"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate".*

12. The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

13. Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment.

14. Every Government establishment shall now recast group-wise post based reservation roster register for initial appointments, for effecting 10% reservation for EWSs interpolating them with the SCs, STs and BCs. While fixing roster point, if the EWS roster point coincides with the roster points of SCs/STs/BCs the next available UR roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to meet prescribed 10% reservation.

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15. Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

16. Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

17. A Person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT

Annexure-II

(G.O.Ms.No.65, G.A (Ser.D) Department, dt: 19.03.2021)

Roster Points earmarked for EWSs in Telangana State and Subordinate  
Service Rules, 1996

Sl. No.	Roster Points earmarked for EWSs
1	RP-9
2	RP-15
3	RP-28 (W)
4	RP-37
5	RP-42
6	RP-53 (W)
7	RP-63
8	RP-76
9	RP-88 (W)
10	RP-100

SOMESH KUMAR  
CHIEF SECRETARY TO GOVERNMENT

## **MINISTERIAL SERVICE RULES, 1998**

The A.P Ministerial Service Rules, 1998 have been issued in g.o. Ms. No.261, G.O. Ms. No. 261, G.A. (Ser.B) Department, dt. 14.7.1998.

Rule 2:

Class-A: CAT (1) Superintendents:

Superintendents in the offices of the HOD's Directorates and other Subordinate Offices, including the posts in the basis scale of pat that of Superintendents.

CAT (2) Senior Assistants in the offices of the HOD's Directorates and other Subordinate Offices, including posts in the basic Scale of Pay of Senior Assistants.

CAT (3) Junior Assistants: In the Offices of the HOD's, Directorates and other subordinate offices including the posts in the basic scale of pay as that of Junior Assistants.

CAT (4): Assistant – cum -Typist

CAT (5): Telephone Operator

Class-B: CAT-(1) Special Category Steno: The posts in the basic scale of pay of Senior Steno.

CAT (2): Senior Steno (including the posts in the basic scale of pay of Senior Steno.

CAT (3): U.D. Typist

CAT (4): Junior Steno / Typist

Rule 3: Method of appointment

<b>Category and post</b>	<b>Method of Appointment</b>
Class A -CAT (t) Superintendents including the other posts categorised as such as Rule -2	By promotion from CAT 2 of Class-A. By conversion from the Special Category Steno
CAT (2): Senior Assistants including the other posts included as such in Rule -2	1. By promotion from the categories 3 & 4 of Class -A 2. By promotion from CAT-4 of Class-B 3. By conversion of Senior Stenos. UD Typists, Categories 2 & 3 of Class-B.
CAT (3) by Direct Recruitment.	By direct recruitment
Junior Assistants including the other posts categorized as such in Rule-2	By conversion of Asst-cum-Typist/Telephone Operators and the posts

	included in CAT-4 of Class-B who are qualified as provided in Rules 14 & 16.
CAT (5) : Telephone Operator including the posts in as such in Rule -2	By direct recruitment By conversion as provided-in Rule 14, 16 & 17
Class B (CAT 1): Special Category Steno	By promotion of Senior Steno By promotion of U.D. Typist in any language who is qualified for appointment as Special Category Steno
CAT (2): Senior Steno including posts in the scale of pay of Sr. Steno designated as such in Rule-2	By direct recruitment By promotion of Junior Steno/ Typist / Asst.-cum-Typist or other language typists who are qualified By transfer of U.D. Typist (Telugu/English or Hindi or Urdu who is qualified for appointment to the post of Senior Steno
CAT (3): U.D. Typist U.D. Typist including posts in the scale of pay of U.D> Typist designated as i) U.D. Typist (Urdu) ii) U.D. Typist (Hindi) iii) U.D. Typist (Telugu) iv) U.D. Typist (English)	By promotion of Typist in the relevant language By direct recruitment if no qualified persons is available for promotion
CAT (4): a) Typist & Junior Steno including post in the scale of pay of Jr. Steno/Typist categorised an Rule-2	By direct recruitment By conversion of Telephone Operator as provided in Rule 14& 16. By Appointment by transfer of Record Assistants and other equivalent categories in AP.G. Sub. Service Rules. By appointment by transfer from the Member

	of A.P.L.G.S.
b)	<p>i) L.D. Typist (Telugu)  ii) L.D. Typist (Urdu)  iii) L.D. Typist (English)  iv) L. D. Typist (Hindi)</p>
	<p>By direct recruitment</p> <p>By appointment by .transfer of Record Assistants and other equivalent categories in AP.G. Sub. Ser.</p> <p>By conversion of J.A's/Telephone Operators as provided in Rule14 &amp; 16.</p> <p>By appointment by transfer of Member of A.P.L.G.S.</p>

**Rule 4: Appointing Authority:** The appointing authority in respect of the posts included in this service shall be as follows:

SNo.	Posts	Appointing Authority
	(a) Offices of the Heads of Depts. and Directorates except the Office of the Principal Chief Conservator of Forests and office of the Director General and Inspector General of Police: All Posts	The Head of the Dept. or any Gazetted Officer immediately below the rank of the Head of the Dept. nominated for the purpose by the Head of the Dept.
	(b) Offices of the Principal Chief Conservator of Forests:  (1) Manager  (2) Superintendents, Senior Assts, Junior Assts, Stenos, Typists and Telephone Operators, Assistant-cum-Typist	Principal Chief Conservator of Forests Chief Conservator of Forests in charge of Establishment.
	(b) Office of the Director General and Inspector General of Police: All posts	The Asst. Inspector General of Police in charge of establishment
	(d) (i) All posts in the office of the Advocate General (ii) All posts in the Office of the Public Prosecutor, High Court of Andhra Pradesh (iii) All posts in the office of the Govt. Pleaders, High Court of	Advocate General Public Prosecutor Special Officer (other than Police Department)  The Regional Officer concerned.

	Andhra Pradesh (iv) Regional Offices: All Posts	
(ii)	(a) Other Subordinate Offices: (other than Non-ISF Records Office, Hyderabad, Estate Officer, Hyderabad, Panchayat Raj Department, Police Department and Forests Department)	
	(1) Posts carrying pay scales of those above the pay scale 9f Junior Asst. (excluding Junior Assistant)	Where there is a Regional Officer such officer and where there is no such Officer, the Head of the Dept or an Officer of the Directorate nominated by the Head of the Department.
	(2) (a) All other posts of and below the rank of the Junior Assistant (b) Senior Assts, Junior Assts in the office of the Non-ISF Records, Hyderabad	The District Head of the Dept or the Head of the Institution or such other Officer nominated by the Head of the Depts, as the case may be, having jurisdiction over the area of the unit of appointment specified in Rule 13. Deputy Secretary to Govt., General Administration (Poll) Dept or any other officer not lower in rank than the Deputy Secretary to Govt in Genl Admn Dept in charge of the establishment of the office of the Non-ISF Records.
	(c) Senior Assts, Junior Assts and Typists in the Office of the Estate Officer, Hyderabad and Secunderabad.  (d) Mandal Parishads and Zilla Praja parishads: (1) Posts of the rank above Junior Assistants in Mandal Praja Parishads and Zilla Praja parishads  (2) Other posts of and below the rank of Junior Assistant.	DY Secretary/Joint Secretary/ Addl Secretary to Govt., General Admin. (Accommodation Dept.  District Development Officer, Zilla Praja Parishad. Dy. District Development Officer, Zilla Praja Parishad.  District Collector/  District Panchayat Officer

	(e) Gram Panchayats:  (1) Posts above the rank of Junior Assistants  (2) All other posts of and below the rank of Junior Assistant	
	(f) Posts of Superintendents/ Managers/Accountants in Police Department other than Director General and Inspector General of Police Office	
1	i) All District Police Offices in Visakhapatnam Range, i.e., Srikakulam, Vizianagaram and Visakhapatnam and Office of the Deputy Inspector General of Police, Visakhapatnam Range. ii) Office of the Commandant, V (Fifth) Battalion, Andhra Pradesh Special Police, Vizianagaram	Dy. Inspector General of Police, Visakhapatnam Range
2	(i) All District Police Offices in Eluru Range, i.e., East Godavari, West Godavari and Krishna and Office of the Deputy Inspector General of Police, Eluru Range. (ii) Office of the Commandant, III (Third) Battalion, Andhra Pradesh Special Police, Kakinada	Dy. Inspector General of Police, Eluru Range
3	i) All District Police Offices in Guntur Range, i.e., Guntur prakasam and Nellore and Office of the Deputy Inspector General of Police, Guntur Range. (ii) Office of the Commandant, VI (Sixth) Battalion, A.P. Special Police, Mangalagiri	Dy. Inspector General of Police, Guntur Range
4	(i) All District Police Offices in Kurnool Range, i.e., Ananthapur, Kadapa, Kurnool and Chittoor and Office of the Deputy Inspector General of Police, Kurnool Range. (ii) Office of the Commandant, II (Second) Battalion, AP. Special Police, Kurnool	Dy. Inspector General of Police, Kurnool Range



5	(i) All District Police Offices in Warangal Range, Le.; Warangal, Khammam, Karimnagar and Adilabad and Office of the Deputy Inspector General of Police, Warangal Range. (ii) Office of the Commandant. IV (Fourth) Battalion, AP. Special Police, Warangal	Dy. Inspector General of Police, Warangal Range
6	(i) All District Police Offices in Hyderabad Range, i.e., Hyderabad, Ranga Reddy, Medak. Mahabubnagar. Nizamabad and Nalgonda and Office of the Deputy Inspector General of Police, Hyderabad Range. (ii) Office of the Commandant. Special Armed Reserve. Central Police Lines. Hyderabad Range. (iii) Office of the Commandant. I (First) Battalion. AP. Special Police. Hyderabad (iv) Office of the Dy. Inspector General of Police. AP. Special Police Battalions. (v) Office of the Commandant, VII (Seventh) Battalion AP. Special Police, Dichpalli, Nizamabad District.	Dy. Inspector General of Police, Hyderabad Range
7	Police Training College, Ananthapur	Principal, Police Training College. Ananthapur.
8	Office of the Superintendent. Railway Police, Vijayawada	Superintendent, Railway Police, Vijayawada.
9.	Office of the Superintendent, Railway Police, Secunderabad	Superintendent. Railway Police, Secunderabad.
10.	(i) Office of the Crime Branch, Criminal Investigation Dept (ii) Office of the Intelligence Branch (iii) Police Transport Organisation (iv) Office of the Superintendent, Police Communication	Dy. Inspector General of Police, Hyderabad.
11	Office of the Commissioner of Police, Hyderabad	Commissioner of Police, Hyderabad

12	Office of the Director, Forensic Science Laboratory	Director, Forensic Science Laboratory, Hyderabad.
	Posts of Senior Assistants, Junior Assistants, Typist including Jr. Stenos and Sr. Stenos and either equivalent or lower posts in this service.	
I	(a) Office of the Dy. Inspector of General of Police, Vizianagaram, Visakhapatnam, Visakhapatnam Range, District Police Offices Visakhapatnam and Police Recruits School, Vizianagaram. (b) Each other Office in Visakhapatnam Range namely Dist. Police Office, Srikakulam and V Battalion, AP. Special Police, Vizianagaram	Superintendent of Police, Visakhapatnam  Head of the Office concerned.
II	(a) Office of the Dy. Inspector General of Police, Eluru Range and District Police Office, West Godavari (b) Each other office in Eluru Range namely, District Police Offices, East Godavari, Krishna and III (Third) battalion, AP. Special Police, Kakinada (c) Office of the Superintendent, Railway Police, Vijayawada	Superintendent of Police, West Godavari  Head of the Office concerned  Superintendent, Railway Police, Vijayawada
III	(a) Office of the Dy. Inspector. General of Police, Guntur Range and District Police Office, Guntur (b) East other office in Guntur ranges namely District Police offices, Prakasam, Nellore and VI Battalion, AP. Special Police, Mangalagiri	Superintendent of Police, Guntur  Head of the Office concerned
IV	(a) Office of the Deputy Inspector General of Police, Kurnool Range and Superintendent of Police, Kurnool (b) Each other Office in Kurnool Range namely District Police Offices, Kadapa, Chittoor,	Superintendent of Police, Kurnool  Head of the Office concerned

	<p>Ananthapur and Office of the Commandant II (Second) Battalion, AP. Special Police Kurnool.</p> <p>(c) Police Training College, Ananthapur</p>	Principal, Police Training College, Ananthapur
V	<p>(a) Office of the Deputy Inspector General of Police, Warangal Range and District Police Office, Warangal</p> <p>(b) Each other Office in Warangal Range namely District Police Offices, Khammam, Karimnagar and Adilabad and Office of the Commandant IV (Second) Battalion, AP. Special Police Warangal.</p>	<p>Superintendent of Police, Warangal</p> <p>Head of the Office concerned</p>
VI	<p>(a) Office of the Deputy Inspector General of Police, Hyderabad Range and District Police Offices, Ranga Reddy District and Hyderabad</p> <p>(b) Each other Office in Hyderabad Range namely District Police Offices, Medak, Mahabubnagar, Nizamabad and Nalgonda and Office of the Commandant VII Battalion, AP. Special Police, Dichpalli, Nizamabad District.</p> <p>(c) Office of the Dy. Inspector General of Police, Andhra Pradesh Special Police Battalion and Commandant I Battalion, A.P. Special Police, Hyderabad.</p> <p>(d) Office of the Special Armed Reserve, Central Police Lines, Amberpet</p> <p>(e) Office of the Superintendent, Railway Police, Secunderabad</p>	<p>Superintendent of Police, Ranga Reddy District, Hyderabad</p> <p>Head of the Office concerned</p> <p>Commandant, I Battalion, Andhra Pradesh Special Police</p> <p>Commandant, Special Armed Reserve, Central Police Lines.</p>
VII	<p>a) Office of the Crime Branch, Investigation Department</p> <p>(b) Office of the Intelligence Branch</p>	<p>Superintendent, Crime Branch, Criminal Investigation Dept., Hyderabad</p> <p>Superintendent of Police,</p>

	(c) Office of the Superintendent, Police Communications	Intelligence, Hyderabad
	(d) Police Transport Organisation	Superintendent of Police, Communications, Hyderabad
	(e) Office of the Director, Forensic Science Laboratory	Police Transport Organisation Hyderabad Director of Forensic Science Laboratory
VII	(a) Office of the Commissioner of Police, Hyderabad.	Deputy Commissioner of Police in charge of Office

**Rule 5: Reservation of appointments:**

**Reservations for SCs& STs & BCs:** the rule of Special Representation (Ge.R.22) shall apply to appointments by direct recruitment to the posts in this service provided that no reservation shall be made for physically handicapped persons except as provided in Sub Rule (b)-of-R-5.

**Reservation for Physically Handicapped:** Reservation shall apply to each of the categories in each Departmental unit referred to in Rule 13, when they are appointed by direct recruitment.

**Reservation for women in appointment:** 33 1/3% of posts for direct recruitment in each category - OC, BCs (Group A, B, C, & D), SCs & STs quota. In the matter of direct recruitment to the posts which are reserved exclusively for being filled by, women, they shall be filled by women only.

**Rule 6: Qualifications:**

No person shall be eligible for appointment to any post in the service either by direct recruitment or by appointment by transfer or by promotion, including conversion, unless he possesses the Degree is the minimum only in any office as per G.O MS. No 135, GA (Sec.B) Dept dated 12.05.20214 and where a higher educational qualification is prescribed for such post such higher qualification.

Provision under Rule 6(2): Employees who were already in service prior to 15-12-1984, and those appointed to the posts in the offices other than the HODs and Directorates prior to 29.10.1987, shall be eligible for appointment as Junior Assistants etc., if they passed SSC or any equivalent examination.

Rule 6(3): Record Assistants and members of equivalent categories in other services and members of APLG Services as specified in Rule 3 shall not be eligible for appointment by transfer to the posts of Junior Assistants-cum-Typist & Junior Steno in the Subordinate Offices viz., Offices other than the HODs and Directorate unless they possess the qualification of pass in Inter/Typewriting Higher in Telugu and put in not less than 5 years of regular service in such categories.

Rule 6 (a): G.O.M.No:133, G.A (Ser.B) Dept., dt.12.05.2014.

Proficiency in office automation with usages of computer associated software to be conducted by TSPSC/DSC to the short listed candidates in DR.

Provision under Rule 6(3): Those appointed to the categories of Record Assistants and equivalent posts in the offices specified here prior to 31.10.1980 shall be eligible for appointment by transfer to the post of Jr. Asst.-cum-Typist even if they do not hold a degree of a University referred to above but they shall possess the following qualifications:

- Intermediate certificate issued by the Board of Intermediate
- Typewriting qualification in higher grade
- Pot in not less than five years regular service in such categories

No member of service shall be eligible for appointment to the posts of Superintendents, Senior Assistants or Jr. Assistants or Asst.-cum-Typist in the O/o the HOD or Directorate, as the case may be, by transfer from its subordinate offices under notes (1), (2) & (4) under Rule 3 unless he holds a degree of a University in India.

Rule 6 (9) – G.O M.S 133 GA (Sec.B) Dept Dated 12.05.20214 – “Proficiency in office Automation with usage of computer associated software” is be conducted by TSPSC/DSC to the short listed candidates in DR.

Rule 7: Maximum age limit - 28 years

Direct recruitment - uniformly raised by 5 years

Rule 8: Minimum 3 years service for promotion/appointment by Transfer

Rule 9: Probation:-Direct recruits -2 years on duty within a continuous period of 3 years

Promotion/Appointment by transfer - one year on duty within a continuous period of 2 years.

Rule 10: (a) Training - 3 months for direct recruits

(b) Bond should be executed for serving the Department for 3 years after completion of the training

Amendment: Every person promoted as Senior Assistant from the category of Typist and the Jr. Steno shall undergo training for a period of three (3) months (GO Ms. No. 144, Gen. Admn. (Ser.B) Dept., dt. 12.5.2003).

Rule 11: Tests:

- a) A person appointed by direct recruitment shall pass such tests as may be prescribed by the Government from time to time in respect of the relevant category

- b) No person shall be eligible for promotion or appointment by transfer to the posts mentioned in Annexure-II unless he has passed the tests or acquired such qualifications, as are prescribed in the said Annexure.
- c) Where a test is newly prescribed for appointment to a category or grade, the members holding post in the said category or grade, shall, within a period of two years from the date of prescribing the test, pass the said tests failing which their annual increments in the category or grade shall be stopped without cumulative effect, and their confirmation shall also be withheld till such time that he passes the test.

**Rule 12: Transfers & Postings:**

- The appointing authorities listed out in Rule 4 or other subordinate authorities are competent to effect the transfers and, postings of persons in the respective categories.
- other transfers: Jr. Assts. (Typists), Jr: Stenos or Asst-cum-Typists may be transferred from the subordinate offices to the HODs and Directorates
- Transfers from local cadres to regional offices permissible
- Transfers of probationers and approved probationers from the unit of the O/o HOD originally allotted to another unit of the O/o HOD or to the offices notified as state level offices or special offices for which 6 point formula does not apply may be made by the HOD concerned with the concurrence of the other HOD subject to the condition that their seniority shall be regulated as per Rule 15.

**Rule 13: Unit of appointment:**

Department unit means:-

- Each office of a HOD
  - Each O/o State Level Office/State Level Institution
  - Each of the special offices and Special Establishments notified under the Presidential Order
  - In the case of posts which are within the purview of the A.P.P.E (ORGANISATION. Of Local Cadres and regulation of D.R) Order, 1975.
- i) Each Department in each District of a group of offices in a part of the District into which several offices in a District in that Department may be grouped, by an order of the HOD issued with the approval of the Government for the categories of posts, the minimum of the scale of pay which is equivalent to or less than the minimum of the scale of pay of Jr. Assistant.
- ii) Each Department in each zone specified in the second schedule or group of zones, as may be specified by the Government under Presidential Order.

Rule 14: Conversion as between Jr. Assts/Typists/Jr. Stenos/Telephone Operators, Asst.-cum-Typists and transfers between categories of Jr. Assts. & Typists/Jr. Stenos and Telephone Operators and Asst.-cum-Typists:

- Asst.-cum-Typist, Jr. Asst., Typists or Telephone Operator
- Jr. Assts., Typists, Jr. Steno, Telephone Operator, Asst.-cum-Typist
- Asst.-cum-Typist, Jr. Asst. or Telephone Operator, Typist/Junior Steno

**Note 1 under Provision to Rule 3:**

1st vacancy out of every eight successive vacancies excluding leave vacancies of Superintendents in HODs and Directorates shall on or after 23.12.1980, be filled by transfer from the category of Superintendent working in the S.O's under the Administrative Control of the concerned HOD.

**Note 2:** 1<sup>st</sup> vacancy out of every four successive vacancies of Sr. Assts. in the HODs or Directorates shall be filled from among suitable Sr. Assts. Working in the S.O's.

**Note 4:** 1st vacancy out of every four vacancies of Jr. Assts and Typists including Jr. Stenos and other posts working in the S.O's.

**Note 5:** The vacancies of Jr. Assts. (Cat.3 of Class-A) and Asst.-cum-Typist (Cat.4 Of Class A) shall be filled in a unit of 10 vacancies as follows:

1st Vacancy: By appointment of Jr. Asst. and Asst.-cum-Typists working in the S.O's  
Where the unit of appointment in the O/o HOD

2nd vacancy: By direct recruitment

3rd vacancy: -do-

4th vacancy: -do-

5th vacancy: Appointment by conversion from the categories of Typists, Jr. Stenos and J.Os working in the unit of appointment of the Department as per Rule 14 & 16.

6th vacancy: Appointment by transfer from lower categories like Record Assts., Attenders etc., working in the unit of appointment of the Department as in Note 17.

7 th vacancy: By appointment of Jr. Asst. and Asst.-cum-Typist working in the S.O's where the unit of appointment is the O/o HOD or Directorate.

8th vacancy: By direct recruitment

9th vacancy: -do-

10th vacancy: -do-

**Note 6:** The Special Category Stenos and Sr. Stenos shall be converted as Superintendents or Sr. Assts., as the case may be, before they are promoted or appointed by transfer to a higher post in the Department.

**Note 7:** For promotion as Sr. Assts., from the category of Jr. Asst. or Asst.-cum-Typist, a combined seniority list of the categories of Jr. Assts., Asst.- cum-Typist, Cat.9 and 4 of class shall be prepared with reference to their date of first regular appointment to the respective categories.

**Note 8:** 70% of the substantive vacancies of Typists, Jr.n Stenos, Sr. Stenos shall be filled by direct recruitment and the remaining vacancies shall be filled by promotion and other methods.

**Note 9:** For appointment to the post of superintendent (Cat. 1 of Class A), the conversion of Spl. Category Steno shall be against the 10<sup>th</sup> vacancy in a Unit of 20 vacancies in the respective unit, the other vacancies shall be filled by promotion.

**Rule 15:**

Seniority (1): Service rendered under one post bearing district designation shall count for seniority in such category, post or group of posts irrespective of the Department or office in which such service was rendered.

Seniority (2): The seniority of a member of the service who is appointed by conversion from the post of Spl Category Steno to the post of Superintendent or from.



## **COMPASSIONATE APPOINTMENTS**

- G.O.Ms.No.687, General Administration Department, dt.3-10-1977.
- Formulation of Rules for Compassionate Appointment to the dependents of Government Servants who die in harness while in service.
- Consolidated instructions issued in Govt.Cir.Memo No. 60681/Ser.A/2003-1, dt. 12-8-2003 of General Administration (Ser.A) Department

### **Object of the Scheme**

- A social security scheme to provide appointment up to or equal to or less than the category of Junior Assistant to the spouse or dependent Government servant who dies in harness , medically invalidated , missing for more than 7 years dies in violence commits suicide ,leaving the family in immediate need of assistance there being no bread winner to provide immediate relief to the distressed family and also to instill a sense of feel secure confidence among the employees who are the main tool in the government administrative machinery.

### **Circumstances under which Compassionate Appointment takes place**

1. Death of the Government servant in harness  
(G.O.Ms.No.1005, Emp & Soc.Wel (G) Dept. dt.27-12-74 and Govt. Cir. Memo. No. 600681/Ser.I/2003-1, dt.12-08-2003)
2. Killing by extremist/anti-social elements  
(G.O.Ms.No.443, General Administration (SER.C) Dept, dt.28-10-2002)
3. Missing or whereabouts are not known for more than 7 years  
(Government Cir.Memo.No.60681/Ser.I/2003, dt.2-8-2003)
4. Committing suicide while in service  
(Government Cir.Memo.No.41758/Ser.G/2006-2, dt.19-7-2007)
5. Medical invalidation  
(G.O.Ms.No. 661 General Administration (Ser.G) Dept, d.23-10-2008)

### **Applicability of Compassionate Appointments**

- The spouse/dependent of regular government servant of 1 to 5.
- The dependent of Full time or part time contingent employee, Daily wage employee/NMR/Employee on Consolidate pay fully eligible for conversion as regular government employee (G.O.Ms.No.118 Fin. Wing (PC.III) Department dated 18-8-1999.

## **Non applicability**

- Dependent of pensioner.
- The dependent of Daily Wage employee/NMR/Employee on Consolidate pay not eligible for conversion as regular government employee
- Non-regular employee.

## **Qualifications:**

- Junior Assistant and equivalent categories in HODs/Directorates: Degree
- Junior Assistant and equivalent categories in Subordinate offices: Intermediate up to 11-5-2014
- From 12-5-2014: Degree  
(G.O.Ms.No.35, G.A (Ser.B) Dept, dt.12.5.2014)
- Typist: Typewriting in English/Telugu Higher
- For Office subordinate category in any office: VII Class pass
- For Watchman category: V Pass.
- Conditional appointment subject to acquiring Degree/ Intermediate/Technical qualification within 5/3/2 years which can be extended for a grace period of two years. If fails to secure the qualification, such employee can be considered for appointment on his consent to the post under Last Grade Service, subject to availability of vacancy. Otherwise his service should be terminated.  
(G.O.Ms.No.969, GA (Ser.A) Dept, dt.27-10-1995)
- Diploma Holders can also be considered in case the duration of study of such Diploma is equivalent to or longer than that of Intermediate  
(G.O.Ms.No.112, Higher Education (TE.1) Dept, dt 27-10-2001)
- The eligibility to be taken for educational qualifications has to be reckoned from the date of application for compassionate appointment .  
(Govt.Memo.No.34830/Ser.A/97-1 dt. 19-8-1997 of G.A (Ser.A) Dept)

## **Age:**

- Minimum: 18 years Maximum 34 years or as fixed by the Government
- For widows : 45 years.  
(G.O.M.s.No.144, G.A (Ser.D) Dept, dt.15-6-2003)
- Minor : should attain majority within two years from the date of death.  
(Govt. Memo. Dated 17-12-1979).
- The application must be submitted to the concerned authority within one year from the date of death/medical invalidation of the Government employee.  
In case of killing in extremist violence one year can be reckoned from the date of attaining majority. (G.O.Ms.No.443, G.A (Ser.C) Dept, dt.28-10-2002)

## **Vacancies**

- In the existing vacancy straight away - duly intimating the same to the District Collector/GA(IC) Department.
- In case no vacancy - the application should be forwarded to the District Collector, nodal officer, for allotment to other department in the district where a vacancy is available.
- the District Collector shall send proposals to the Administrative Department in Government. In case of HODs proposals shall be sent to the GA (IC) Department.
- In case vacancy is available at roster point meant for the Community to which the applicant belongs, such reserved community person can be appointed in such reserved vacancy or OC vacancy, but a OC person should not be appointed against the available reserved community vacancy.
- In case no vacancy exists for a OC person, such OC has to be considered by the District Collector by creation of supernumerary post in the concerned department to accommodate him. For creation of supernumerary post exceeding 5, the District Collector has to send proposals to the Administrative Department in Government. In case of HODs proposals be sent to the GA(IC) Department.

## **Competent Authority:**

- The appointing authority under relevant rules in respect of the post to which he is considered for appointment.
- The age limit and educational qualifications are to be reckoned from the date of application.
- On allotment by the nodal officer, appointment can be made initially on temporary basis subject to getting relaxation of age from the government.
- Appointment in any place where the spouse finds secured to live i.e. native place or at the place where the deceased last worked or in any district according to her choice basing on the local status of such spouse/dependent under Six Point Formula. (Govt.Cir.Memo NO. 28967/Ser. G/2004-1 dated 5-6-2004)
- These appointments shall be against direct recruitment quota and to the posts where direct recruitment is available.
- The rule of reservation shall be followed.

## **JOINING TIME:**

Joining time of 60 days shall be allowed as permissible under Rule 11(a) of State and Subordinate Service Rules.

## **Regularization:**

In case of fully qualified appointees, from the date of appointment. In case of conditional appointment prior to 22-6-2004 subject to acquiring qualifications, from the date of appointment and in case of appointment on or after 22-6-2004, from the date of acquiring the qualification

## **G.O.Ms.No.183, GA (Ser.A) Dept, dt.24.5.2016**

- Government have decided to adapt the said orders in G.O.Ms.No.661, G.A.(Ser.G) Dept., dt:23.10.2008 which are in force as on 01.06.2014 for the State of Telangana.

**Modifications ordered in G.O.Ms.No.183, GA (Ser.A) Dept, dt.24.5.2016:**

1. (i) This order may be called “The scheme of compassionate appointments to the dependents of Government employees who retire on medical invalidation orders issued in G.O.Ms.No.661, G.A.(Ser.G) Department, dt.23.10.2008 (Telangana Adaptation order) 2016.
  - (ii) it shall be come in to force with effect from 24.5.2016.
2. **In the said G.O.,**
  - (i) through out of the contents of the said orders, for the words “AP”, the word “Telangana” shall be substituted except in para-13 therein.
  - (ii) In para-14(1) of the said orders for the words “AP Revised Pension Rules, 1980” the words “Revised Pension Rules 1980” as applicable to the State of Telangana shall be substituted.
  - (iii) In para-16(i)(e) of the said orders, the word “SVIMS” shall be omitted.
  - (iv) In para-20 of the said orders for the words “A.P. Pension Code”, the words “Pension Code as applicable to the state of Telangana” shall be substituted.

**Procedure in case of Medical invalidation and compassionate appointment of dependent/spouse of such employee:**

1. The appointment is only in cases when the family is in indigent conditions and in great distress and when there is no bread winner in the family.
2. The appointment is only in case of eligibility as per rules and in the department from which the employee retired. No relaxation of education qualification is permissible.
3. Application should be submitted within one year from the date of Invalidation.
4. Appointments are initially temporary limiting to 5% in the vacancies meant for direct recruitment in the unit duly observing provisions under SPF.
5. Normal process of recruitment need not be followed. However, a formal notification of the vacancy should be sent to the Employment Exchange. After appointment the particulars of the persons appointed should be sent to the E.E. The Director of Employment and Training shall be intimated.
6. On the date of invalid retirement, such employees should have 5 years of left over service irrespective of the age of superannuation.
7. The appointment shall be provided to the family members as defined under Rule 50 (12) (b) Revised Pension Rules 1980.

**Family means 50(12)(b) :**

- Category I: (i) wife/husband including judicially separated.
- (ii) sons/daughters including such son/daughter adopted legally before retirement or son/ daughter born after retirement and also including physically/mentally disabled son/daughter
- Category II: (i) Unmarried/widowed/divorced daughter not covered under Cat. I above.
- (ii) Parents wholly dependent when the employee was alive provided the deceased left behind neither widow nor a child

**On receipt of the application for medical invalidation, the appointing authority shall refer such case to the Medical Board:**

- **At Districts:**
- Where there are Teaching Hospitals other than Rangareddy and Hyderabad
- Medical Board consisting of :
  1. Superintendent of Govt. General Hospital
  2. Civil Surgeon-1 } Nominated by
  3. Civil Surgeon-2 } Superintendent of Govt. General Hospital.(One of the two Civil Surgeons should be a specialist of the illness/decease of the employee is suffering; in case of women employees, one lady Civil Surgeon should be nominated.)
- In case of Rangareddy and Hyderabad: Medical Boards existing in Osmania and Gandhi Hospital
- **In all other Districts:**

The Medical Board consisting of

  1. District Co-coordinator of the District Head Quarters Hospital of Vaidya Vidhana Parishad
  2. Civil Surgeon-1 } Nominated by
  3. Civil Surgeon-2 } District Co-coordinator
- (One of the two Civil Surgeons should be a specialist of the illness/decease being suffered by the employee; in case of lady employee, a lady Civil Surgeon should be nominated.)
- The Medical Board at NIMS, gives its report based on the detailed clinical examination and relevant investigations in Govt. Hospital/Govt. Institutions.

**In case of the following diseases only the medical invalidation should be allowed:**

1. Paralysis -- All 4 limbs ;  
One side upper limb and lower limb; both lower limbs,
2. End stage Renal disease
3. End stage Liver disease
4. Cancer with metastasis or secondaries.
5. Dementia – Mental Disorder.
6. Severe Parkinson disease.
7. Loss of limbs (hands or legs) in case of drivers.

**On receipt of the Medical Board report, the appointing authority shall refer the cases of subordinate offices to the District Level Committee consisting of**

1. District Collector-- Chairman
2. The District Medical and Health Officer - Member
3. The District Head of the Department --  
Member/Convener

**In case of the HODs and Secretariat Department the following committee shall scrutiny the cases.**

1. Special Chief Secretary/Prl Secretary nominated by Govt. -- Chairman
2. Prl. Secy/Secy to Govt. Health Medical & F.W – Member
3. Prl. Secy/Secy to Govt. of Dept in which the employees is seeking Medical Invalidation -- Member
4. Prl. Secy/Secy to Govt., Finance Dept – Member
5. Prl. Secy/Secy to Govt., G.A (Ser) Dept -- Member
6. Secy to Govt, Law Dept -- Member
7. Director of Medical Education-- Member
8. Dy Secretary/Jt Secy/Addl Secy to Govt, M & F.W Dept  
-- Member/Convener

- The above committees scrutinize the Medical reports and recommend for appointment on compassionate grounds

Basing on the medical board's report and the report of the above committee, the Head of the Department shall retire the employee on medical invalidation and appoint the dependents of such employee

**G.O.Rt.No.893, GA (Ser.A) Dept, dt.10.4.2017**

- Government have nominated *Sri Rajeshwar Tiwari, IAS, Special Chief Secretary to Government, HM & FW Department*, as Chairman of the State Level Committee constituted in G.O.Ms.No.661, G.A.(Ser.G) Department, Dated.23.10.2008 to consider the reports given by Medical Boards and scrutinize the proposals for appointments on compassionate grounds to eligible dependent family members of Government employees of Head of Departments and Secretariat Departments who retired on medical invalidation in accordance with the guidelines and conditions stipulated in the scheme.

**IN CASE WHERE WHEREABOUTS OF THE EMPLOYEE ARE NOT KNOWN**

1. Request should be entertained only within one year on completion of 7 years from the date of filing FIR with Police.
2. The Police should certify that the missing employee is not traceable.
3. The competent authority feels that the case is genuine.
4. The benefit should not be allowed to the family members of the employee who is having less than seven years of left over service from the date of filing FIR.
5. The employee should not have been suspected that he is committing fraud or joined terrorist/extremist organization.
6. The result of the police investigation report should be taken into account.
7. The appointment should be made by the appointing authority duly obtaining the permission from the Secretary of the Administrative Department against the vacancy available in the department.
8. An indemnity should be obtained from the appointee to refund the amounts drawn by him/her for such employment and he/she is liable for termination in the event of appearance of the person missing or the missing employee is alive anywhere.
9. In case the person is given the benefit of compassionate appointment, in case of his missing, the spouse of such missing employee is not entitled for appointment under this scheme  
(Govt.Memo. No. 14141/Ser.II/2007-6, Dt.12-5-2008 of the G.A Department )

**Dependents eligible for the benefit under the scheme**

- a) Spouse
- b) son/daughter
- c) When employed son is separated, when there is no other earning member, one of the eligible out of spouse/son/daughter
- d) Legally Adopted son or daughter in case of adoption occurred five years prior to the date of death of the employee.
- e) Only daughter married has no brother or sister when the spouse of the deceased is not willing for appointment (Provided she is fully depended on the deceased employee).
- f) Daughter Unmarried on the date of application for appointment and subsequently married before her appointment
- g) One of the married daughter and unmarried minor daughter at the choice of the wife of the deceased.

- h) A widow or widower appointed on compassionate grounds will be continued in service in case of remarriage.
- i) Unemployed younger brother/sister in case the deceased employee is unmarried.
- j) Dependent Widowed/deserted daughter without receiving any property from husband, only legal heir of the deceased employee and if spouse is not willing to avail benefit.  
(Memo No. 40610/A1/Admn.II/2004 Fin (Admn.II) Dt 20-3-2004)
- k) One of the married dependent daughters subject to eligibility if spouse is not willing (Govt.Memo.No. 116417/Ser-A/2003-1 GA(Ser.A) Dt. 8-10-2003)
- l) Married son, dependent on the deceased, if there is no other family member subject to other conditions of the scheme.  
(Govt.Memo.No.23327/Ser.G/2007-2 GA(Ser.G) Dept, dt.19-9-2007)
- m) If the wife is unwilling or unqualified, her choice of selecting one of her dependent children shall vests with her.  
(Govt.Memo.No.140733/Ser.A/2003-1, dt.14-11.2003 of G.A (Ser.A) Dept)

**Appointments subject to acquiring qualification:**

- A minimum period of 2 years for acquiring technical qualifications, 3 years for intermediate and 5 years for degree be allowed. A further period of 2 years as grace period be allowed to acquire academic/technical qualifications.
- In case of failure to acquire the qualifications, considered for appointment to the lower post at the request of the individual.
- Relaxation of age, educational qualification under APLGS contemplated in Govt.Memo.No.2047/Ser.A/83-1 DA(Ser.A) Department, dated 10-10-1983 need not be insisted for temporary appointments. However, service should be regularized only after getting relaxation orders from the HOD.

**RELAXATION OF RULES**

- No relaxation of rules in case of appointment other than the post in Last Grade Service is permissible.
- Relaxation of stipulated time of one year for application; time limit of two years for appointment of minor appointment; Educational qualifications under LGS in respect of minor may be referred to Government in hard cases. In other case relaxation cannot be entertained.
- Not to accept requests for relaxations of existing rules. Secretariat Departments/HODs not to entertain such proposals.  
(GM No. 28379/Ser.G/A1/2004-1 GA(Ser.G) Dt. 28-5-2005)

**Legal position:**

- The Supreme Court held that courts/tribunal cannot issue positive directions to the appointing authority in respect of compassionate appointment and also for creation of supernumerary post for such appointments in the absence of specific provision under the scheme for creation of supernumerary post. The appointment under the scheme is only in accordance with relevant provisions and guidelines given under the scheme by the Government.

**Ex Gratia payment:**

- In case of death while in service, when there is no other earning family member; when there is no suitable person for appointment in the family, children are minors and the spouse/other dependent does not avail the benefit of appointment; if the spouse crossed 45 years of age exgratia amount can be granted (G.O.Ms.No. 166 GA(Ser. G) Department dated 31-3-2005)

- Class IV employee                      Rs. 40,000
- Non Gazetted Officer Rs. 60,000
- Gazetted officers                      Rs. 80,000
  
- Appointment to the post of Watchman/Chowkidar can be made without requirement of Ex –Service- man or trained in Civil Defense or as a Home Guard subject to undergoing such training after appointment. (Govt.Memo.No.155498/Ser.G/GA(Ser.A) dt. 27-11-2004.
  
- Appointment shall be in accordance with special rules, rule of reservation including local and Non local. (Govt.Memo.No.46614/Ser.A/2005-1 GA(Ser.A) dt. 27-5-2005)
  
- As there is no direct recruitment to the post of Record Assistant under General Subordinate Service Rules, compassionate appointments cannot be considered against such post (Govt. Memo No.536/Ser.A/96-1GA (Ser.A) Dept dt. 9-10-1996 and para 2 (4) of GO Ms. No. 76 GA(Ser. A) Dept dt. 4-3-1998)
  
- Compassionate appointment is permissible in case of deceased daily wage or NMR or consolidated pay person or contingent worker on full time basis/part time basis who is eligible for regularization as per GO 212 dt. 22-4-1994 and GO 112 dt 23-7-1997 who could not be regularized due to administrative reasons (G.O.Ms.No.118 F & P (FW PC) Dept, dt. 18-8-1999).

### **Nature of appointment**

- Initially the appointment should be temporary under Rule 10(a) of State and Subordinate Service Rules without subjecting to process of recruitment provided in the relevant recruitment rules in case satisfies the educational/technical qualifications and within the limits of minimum and maximum age.
- Inter Local cadre transfers of compassionate appointees on option to local cadre, holding a localised post, against a clear vacancy and seniority as at request without observing ban on transfer (G.O.Ms.No. 70, GA(MC.III) Dept, dt.11-2-2009)
- Compassionate appointment be made only in the local cadre to which the applicant is a local candidate (Govt.Memo.No.20568/Ser.G/299801, GAD(Ser. G) dt. 22-6-2009).
- Pension can be treated as earning and pensioner can be treated as an earning member and also that the dependent children of a government employee, who died while in service cannot be considered for appointment under the scheme of compassionate appointment when the other parent, who had retired from service and is in receipt of service pension.

### **Govt.Cir.Memo.No.15456/Ser.E/2016, dt.24.12.2016**

- All the appointing authorities in the State shall examine the proposals of compassionate appointments on priority basis and appoint the dependents of the deceased Government employee within 10 working days from the date of submission of application, in terms of orders/instructions issued on the scheme of compassionate appointment from time to time, so as to provide immediate relief to the distressed family of such deceased Government employee.



## **LAST GRADE SERVICE RULES, 1992**

In exercise of the powers vide Article 309 of Constitution of India, the Governor of Andhra Pradesh makes these Rules vide G.O.Ms.No.565, GAD (Ser.B), dated 24-10-1992.

R1 Short title: A.P. Last Grade Service Rules 1992

R2 Constitution:

**Consists of 12 categories of posts:** Appointment to the posts of process servers, 1st Grade in the Judicial Department shall be made only by promotion from process servers II Grade.

**R3 (a) Applicability of General Rules:** The A.P.S.S.S. Rules shall apply to this service except to the extent different provisions are made in these Rules.

**(b) Scope of the Rules:** These Rules shall not apply to contingent establishment.

**R4 Method of Appointment:** Subject to other provisions in these Rules, the method is as follows:

- Note:**
1. all promotions appointment and transfer shall be made within each unit of appointment.
  2. For appointment of attenders, qualified village servants shall be given preference, by Transfer in the District Revenue establishment.

**R5 Qualifications:** (a) As per Annexure I & Annexure II

**R6 Appointing Authority:**

- (i) Gazetted Officer or a Department, over a district.
- (ii) District Collector -for watchmen, Gardener, Scavenger, Cleaner, Sweeper, mali at District State Guest House at VJA, KNL & circuit G.H. at Waltair.

**R7 Reservation of Appointments:**

- (i) According to suitability to the post women and men should be preferred.
- (ii) In Endowment Department service only Hindus should be preferred.

**R8 Age:**

- (i) 18 completed -28 not completed on 1st day of July
- (ii) Persons released from bonded labour -40 years.
- (i) Watchman post from ex-serviceman -as per A.P.S.S.S. Rules.

**R9 Minimum Service:** A person is not eligible for appointment by Transfer or promotion unless he has put in 3 years of service in the category.

**R10 Probation:**

- a) For new recruit – 2 years on duty in a continuous period of 3years.
- b) For promotee - 1 Year on duty in a continuous period of 2 years.
- c) Persons transferred from one post to another in the same category or another category  
- No probation required

**R11 Training:**

- (i) Every member required training in Home guards for 2 years
- (ii) Women attained 35 years are exempted from training.

**R12 Service in a category in different departments or offices to count for probation and seniority**

- (i) Service done in a post or another post will be counted along with the service in another department in the same category.
- (ii) Seniority will be counted even though re-employed after retrenchment from the date of his absorption into service.
- (iii) For inter-se-seniority, on merit or preference whatever is determined by selecting authority.

**R13 Unit or Recruitment, appointment, discharge and re-appointment:**

For all the above purposes, the unit of appointment shall be the HOD offices or Directorates or District or part of district as may be specified by an order by HOD with approval of the Government.

**R14 Postings & transfers:**

- (a) No member need serve outside the unit of appointment.
- (b) Appointing authority may transfer from one post to another from the same category recording the reasons.
- (c) All transfers and postings shall be made by appointing authority.
- (d) Authority having jurisdiction over 2 appointing authorities can transfer from one unit to another subject to A.P. Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 1975.

From Local cadre to State level officer or to the Directorates of HOD can be made by concerned HOD after obtaining prior approval of the Government.

- (e) All transfers and posting from one unit of appointment to another unit may be done by former appointing and with the consent of the latter subject to AP. Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 1975.

**R15:**

- (a). **Jamedars for Attendance on Ministers:** Ministers may select persons for appointment as Jamedars from among Jamedar Sweepers, J. Scavengers, Daffedars and attenders of GAD or other department or office. But his appointment cannot be taken as regular appointment. Such persons don't have any right for further continue in the same category. such persons have to go back to their original place and category whenever their services are not required by a Minister.

The number of posts under each Minister may be specified by Government from time to time.

- (b). **Attenders and Sweepers for attendance on Ministers:** Ministers may select person to the posts of attenders and sweepers and such appointment doesn't confer the right as though they are selected for the service. Their services can be terminated at any time without any reasons assigned for such termination.

But such persons who are appointed at Minister as per R15(b) and put in 4 years of continuous service in the peshis of Ministers/Chairman, Planning & Development Committee shall be eligible for absorption as attenders and sweepers for regular appointment in the departments of secretariat/HOD offices, whenever vacancies arise.

Attenders 2 Sweeper 1 under each Minister

Attenders 2 Sweepers 2 under Chief Minister

- (c). **Staff of the Government Whip:** The Government whip may select such persons, and such persons shall not be regarded as appointed to the service and they don't have any claim for appointment to the service. Their services may be terminated at any them by the Government whip conceived without any reasons.

**R16. Service counting for leave and pension in respect of person transferred from a Local Body or Municipal Institution:**

- (a) In consequence of the Transfer of a Local Body or M1 to the control of A.P. State Government, any person's previous service shall not be counted for pension, unless:
1. He rendered service in a pensionable post (or)
  2. He was subscribing to P.F. maintained by such local body/institution (and)
  3. Such local body/unit agrees to pay its share of pensionary benefits calculated according to the rule of proportion (and):
  4. He agrees to forego the bonus in respect of his service under last L.B./institution.
- (b) His Leave which was thereon the date entering L.B./institution into government, he will not be entitled unless that L.B./institution agrees to pay the entire leave salary which was calculated on average pay.

**R17. Special Provisions:** Direct Recruitment – means recruitment through Employment Exchange. If probationers or approved probationers are ousted for want of Vacancy, the appointment authority shall give a certificate about his service, work and conduct and reasons for discharge.

When two or more ousted persons are available, the senior most in terms of length of service shall be allotted first by the Employment Exchange.

**Rule 2. Constitution:** The service shall consist of the following categories of posts.

**Category 1:**

- (a) Jamedar
- (b) Jamedar Sweeper / Jamedar Scavenger
- (c) Head Mali / Head Malan
- (d) Daroga / Head Chowkidar / Head Watchman

**Category 2:**

- a. Attenders.

Other posts by whatever designations known, in the scale of pay of Attenders and with qualifications for direct recruitment prescribed as pass-in-VII Class or below and not included in any other Special Rules.

**Rule-4: Method of Appointment:** Subject to the other provisions in these rules, the method of appointment to the several categories shall be made as follows:

S.No	Category	Method of Appointment
1.	(a) Jamedar	By promotion from Category 2(a) or 2(b), as the case may be.
	(b) Jamedar Sweeper/Jamedar Scavenger	By promotion from Category-8
	(c) Head Mali/Head Malan	By promotion from Category-11
	(d) Darago/ Head Chowkidar/ Head Watchman	By promotion from Category-3
2.	(a) Attender and other posts listed in the category 2(a)	i) By direct recruitment  OR  ii) If any person in category 2(b) or categories 3 to 12 possesses the qualifications prescribed for direct recruitment for appointment to the posts in Category 2(a) and are willing for

		transfer, by transfer of such personnel.
	(b) Attender in the O/o the Non-ISF Records, Hyderabad	i) By direct recruitment  OR  ii) If any person in category 2(a) or categories 3 to 12 possesses the qualifications prescribed for direct recruitment for appointment to the posts in Category 2(b) and are willing for transfer, by transfer of such personnel.
	3 to 12 (3)/(4)/(5)/(6)/(7)/ (8)/(9)/(10)/(11)/(12)	By direct recruitment.

**Note 1:** All promotions and transfers indicated in the above 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 Attenders in the National Cadet Corps Offices.

**Note 2:** Appointment to the posts of Attenders, the qualified Village Servants shall be given preference for such appointment by transfer in the District Revenue Establishment.

## **CIVIL SERVICES (CONDUCT) RULES 1964**

### GENERAL

- 1.1. Under the proviso to article 309 of the Constitution of India, which empowers the Governor to make rules regulating interlaid, the conduct of Government employees, the A.P. Civil Services (conduct) Rules 1964 came to exist.
- 1.2 These rules contain the does and don'ts of Government servants.

### SCOPE

Government employee is defined as any person who is a member of civil service of the State of Andhra-Pradesh or holds any civil posts under the State or in connection with the affairs of the State, whether he is on duty or under suspension or on leave or on foreign service, either within or outside the state.

### FAMILY

3. These rules are also applicable to the members of the Family of the Government employee. "Member of the Family" includes the spouse, son, daughter, step-son or step-daughter of such employee whether residing with such employee or not and any other person related to and residing with such employee and wholly dependent on such employee; but does not include a spouse legally separated from such employee or a son, daughter, stepson or step-daughter who is no longer in any way dependent upon such employee or of whose custody such employee is deprived by law.

### **4. FUNDAMENTAL RIGHTS OF INDIAN CONSTITUTION**

- 4.1 ARTICLE: 14 Equality before law.
- 4.2 ARTICLE: 15 Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth.
- 4.3 Article: 16 Equality of opportunity in matters of public Employment
- 4.4 Article: 19 Rights to freedom
  - 4.4.1 Freedom of speech and expression
  - 4.4.2 Freedom of assembly
  - 4.4.3 Freedom of association
  - 4.4.4 Freedom of movement
  - 4.4.5 Freedom of residence and settlement

- 4.4.6 Freedom of profession, Occupation, trade or Business.
- 5. RESTRICTIVE PROVISIONS OF CONDUCT RULES
  - 5.1 Restriction on constitutional rights
    - 5.1.1 Taking part in politics and elections (Rule-19)
    - 5.1.2 Joining of and Forming Associations
    - 5.1.3 Demonstrations and Strikes (Rule-4&5)
    - 5.1.4 Connection with press and Radio, Criticism of Government (Rule-15&16)
    - 5.1.5 Acquisition and Disposal of Property (Rule-9)
  - 5.2 Restriction on personal Rights
    - 5.2.1 Private Trade and Employment (Rule-10&12)
    - 5.2.2 Investing, Lending and Borrowing (Rule-8)
    - 5.2.3 Collection of Subscription (Rule-7)
    - 5.2.4 Acceptance of Gifts (Rule-6)
    - 5.2.5 Prohibition of sexual harassment of working women (3-C)
    - 5.2.6 Vindication of Acts and Character (Rule-20)
    - 5.2.7 Canvassing of outside influence (Rule -24)
    - 5.2.8 More than one marriage (Rule-25)
    - 5.2.9 Consumption of Intoxication drinks (Rule-26)
  - 5.3 The ultimate aim of such restrictions which forbid the Government servant to do certain acts is mainly intended to improve the tone of Public Service. The relationship between the Government and the Government servant is governed by the Law of Master and Servant relationship.
  - 5.4 A Government servant is expected to maintain a reasonable and decent standard of conduct and not bring discredit to his service by his misdemeanour.
  - 5.5 Thus neglect by a Government servant of his wife and his children in a manner unbecoming of a Government servant, may be regarded as a good and sufficient reason to justify action being taken against him.

- 5.6 If the Government were to sit back and permit its officials to commit any outrage in their private Life, provided it falls short of criminal offence, the result may very well be catastrophic fall in the moral prestige of the Administration.
- 5.7 The State could demand a certain standard of conduct from the Government servant not only while performing their official duties but in their private life as well.
- 5.8 Argument are often raised to the effect that in view of the complexities of modern life, the consideration of expediency should outweigh the considerations of Honesty. Consideration of expediency may be irresistible at times but their evils are merely to be put up with and not to be extolled or prescribed as standards of life and Work.
- 5.9 A Public officer is not at liberty to amass fortune by taking illegal gratification even though willingly given.

## **6.1 EVERY GOVERNMENT SERVANT SHOULD AT ALL TIMES:**

- 6.1.1 Maintain devotion to duty.
- 6.1.2 Maintain absolute integrity, discipline, impartiality and a sense of propriety.
- 6.1.3 Do nothing which is unbecoming of such employee or derogatory to the prestige of Government.
- 6.1.4 Not act in a manner which will place his official position under any kind of embarrassment.
- 6.1.5 Exercise his best judgment in the performance of his official duties except when he is acting under a direction from his official superior.
- 6.2 Integrity is uprightness, honesty or purity.
- 6.3 Devotion to duty is faithful service.
- 6.4. Unbecoming of a Government servant is unmannerly attitude, insubordination, lack of decorum, laziness, corrupt habits, shirking of responsibility and other things which are normally branded as unworthy of a Government servant.
- 6.5. The dictionary meaning of misconduct is given as bad management, mismanagement, culpable neglect of an official in regard to his office. It is a transgression of some established and definite law or a forbidden act. It implies a wrongful intention and not a mere error of judgment. Misconduct is something more than mere negligence. It is the intentional doing of something when the doer knows it to be wrong or which he does recklessly, not caring what the result may be. It is a sufficiently wide expression and covers any conduct which in any way renders a person unfit for his office or is likely to tamper or embarrass the administration. In this sense, grossly improper or unbecoming conduct in public life may also become misconduct and may render an officer liable to disciplinary action.



- 6.6 Moral is concerned with right and wrong or duty which one owes to ones fellow beings or to the society in general.
- 6.7 Moral turpitude is a reprehensible act contrary to the accepted notions of right and customary rule or code of conduct accepted by the society. It would mean anything done contrary to justice, honesty, modesty or good morals.
- 7 No Government employee can associate himself with an association, the object or activities of which are prejudicial to the interests of the Sovereignty and Integrity of India or public Order.
- 8 He should not participate in strike or absent from duty or work without permission, or neglect his duties with the object of compelling any superior officer or Government to take or omit to take official action or indulge in demonstrative fast like hunger strike or refuse to receive his pay.
9. No gifts can be accepted the prominent exception being a gift of a value of less than rupees two hundred from personal friends on ceremonial occasions such as weddings.
10. Every Government employee (other than members of last grade service) should, on first appointment to the Government service, submit to Government a statement of all immovable properties, irrespective of its value and movable property whose value exceeds Rs.1,00,000/- in the forms prescribed in Annexure-1 and 2 to Rule 9.  
(Sub Rule-7)
11. He should also submit before 15th January of every year, a declaration in the forms given in Annexure I and II of Rule 9 (7) of all immovable/movable property owned, acquired or inherited by him or held by him on lease/or on mortgage, either in his own name or in the name of any member of his family.
12. Every Government Servant shall intimate to the competent authority within 15 days from the date of receipt of foreign currency or foreign goods of the value exceeding Rs. 50.000/-from any Person by him or by any member of his family or by any person on their behalf.
13. No Government employee should except after previous intimation to the head of the Department acquire or dispose of or permit any of his family member to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others. If such a transaction is conducted from sanction of the Head of the Department Appointing authority/Regional Officer/District Collectors/Other District Officers, as the case may be, as specified in sub-rule (10) of rule 9 should be obtained. Same is the case with the movable property exceeding Rs.1, 00,000 in value.

14. The violation of above and or any of the following rule of conduct, would be treated as negligence/misconduct and is required to be dealt with under the A.P. Civil Service (CCA) Rules 1991.

**RULE NO. NATURE OF PROHIBITION IN THE CONDUCT RULES**

- 3 -B Adopt dilatory tactics or wilfully cause delays  
3 -C Indulge in sexual harassment with any working women  
4 Strikes  
5 Demonstrations  
6 Acceptance of gifts, services, entertainments, address and felicitations.  
7 Collection of subscriptions of other pecuniary assistance in pursuance of any object.  
8 Lending, borrowing and insolvency  
9 Acquiring or disposing of immovable or movable property.  
10 Indulging in private trade business and investment.  
11 Promotion and management of companies in private capacity.  
12 Private employment.  
13 Publication of books.  
14 Communication of official documents or information  
15 Connection with press.  
16 Participation in radio broadcast and contribution to newspapers and periodicals  
17 Criticism of the policy or action of Government or any other State or Central Government.  
18 Evidence before any committee, commission or other authority.  
19 Taking part in politics and elections.  
20 Vindication of acts and character of Government employee.  
21 Working with or under relatives in Government service  
22 Employment of a member of the family in a private firm.  
23 Government employee not to deal in his official concerning himself, his relatives or dependants.  
24 Influencing authorities for furtherance of interests.  
25 Bigamous marriages  
26 Dowry  
27 Consumption of Intoxicating substances.

## **CIVIL SERVICES (CLASSIFICATIONS, CONTROL AND APPEAL) CCA RULES 1991**

### **PART -1: GENERAL (RULES 1-3)**

- 1.1 The APCS (CCA) Rules 1991 (G.O.Ms. No. 487 GA (Scr. C) Dept, dt 14.9.92) were published in the A. P. Gazette on 1st July 1992. These rules came into force with effect from 1 October 1992. These rules are intended to be applicable to every Government servant who is a member of the Civil Service of the State, whether permanent or temporary, a Government Servant whose services are temporarily placed at the disposal of the Govt. of India, the Government of another state or a company, corporation or organization owned or controlled by Government, or a local or other authority and a Central Government employee, employee of other state Government and Employee of a Local Government of A.P. who is temporarily working with the State Government. These rules define Disciplinary Authority as one who is competent to impose any of the penalties specified in rule 9 or rule 10.

### **PART-II: CLASSIFICATION (RULES 5-7)**

- 2.1 The Civil services of the state are classified into:
- i) The State service-included in schedule I (Gazetted officers), and
  - ii) The Subordinate services-included in schedule II (Non Gazetted employees).

### **PART-II: SUSPENSION (RULE-8)**

- 3.1 A member of the service may be placed under suspension from service:
- 3.1.1 Where a disciplinary proceedings against him is contemplated or is pending,  
or
  - 3.1.2 Whether in the opinion of the competent authority, he has engaged himself in activities prejudicial to the interest-of the security of the state, or
  - 3.1.3 Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 3.2 The authorities competent to suspend members of state and subordinate services are laid down in rules 12-15.
- 3.3 A Government servant shall be deemed to have been placed under suspension by an order of the authority competent to place him under suspension
- 3:3.1 With effect from the date of his detention custody whether on a criminal charge or otherwise for a period exceeding forty-eight hours.

- 3.3.2 With effect from the date of his conviction if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not immediately dismissed or removed or compulsorily retired consequent to such conviction.
- 3.4 An order of suspension may at any time, be modified or revoked by the authority which made the order or by any authority to which that authority is subordinate.
- 3.5 The State Government have prescribed proforma for issuing the orders of suspension in G.O. Ms. No. 411 GA (Ser. C) Dept. dt 28.7.93 for the guidance of the competent authorities. Similar proforma for continuance under suspension after review, in intervals of six months has been prescribed in Govt., memo No. 904/Ser. C/67-1 GAD dt 29-5-1967. The checklist prescribed in Govt. Circular Memo No. 561837 Ser-c/99 GAD dated 15-10-99 should be kept in view.
- 3.6 The object of placing an officer under suspension is generally to facilitate easy collection of evidence from witnesses who may hesitate to depose against an officer so long as he is in office, or to prevent an officer from tampering with witnesses or records. In many cases it is not quite necessary to keep the officers under suspension after a certain period.
- 3.7 The circumstances in which a disciplinary authority may consider it appropriate to place a Government servant under suspension as indicated by the Government are detailed below. These are only intended for guidance and shall not be taken as mandatory.
- 3.8 Cases where continuance in office of the Government servant will prejudice the investigation, trial or any inquiry (e.g. apprehended tampering with witness or documents).
- 3.9 Where the continuance in office of the Government servant is likely to seriously subvert discipline in the office-in which the public servant is working.
- 3.10 Where the continuance in office of the Government servant will be against the wider public interest other than those covered by (1) and (2) above, such as, there is a public scandal and it is necessary to place the Government servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals particularly corruption.
- 3.11 Where allegations have been made against the Government servant and the preliminary inquiry has revealed that a prima facie case is made out which would justify, his prosecution or his being proceeded against the departmental proceedings and where the proceedings are likely to end in his conviction and or dismissal, removal or compulsory retirement from service.

- 3.12 In the first three circumstances, the disciplinary authority may exercise his discretion to place a Government servant under suspension even when the case is under investigation and before a prima facie case has been established.
- 3.13 Certain types of misdemeanour or where suspension may be desirable in the four circumstances mentioned are indicated below:
- 3.14 Any offence or conduct involving moral turpitude.
- 3.15 Corruption, embezzlement or misappropriation of government money, possession of disproportionate assets, misuse of official powers for personal gain.
- 3.16 Serious negligence and dereliction of duty resulting in considerable loss to Government.
- 3.17 Desertion of duty
- 3.18 Refusal or deliberate failure to carry out written orders of superior officers.
- 3.20 In respect of the types of misdemeanour specified in (9) (10) & (11) above, discretion has to be exercised with care.
- 3.21 It should also be considered at an early stage whether sending the officer on leave (if he is willing to take it) will not be a suitable step to take. This of course, will not apply in all serious cases where there is a good prima facie case.
- 3.22 The authority competent to suspend the Government servant, while issuing the orders of suspension should invariably mention in the said order the subsistence allowance which should be paid to the Government servant concerned. The order of suspension cannot be given with retrospective effect. Every order, notice and the other process made or issued under these rules (Vide rule 42) should take effect only from the date of:
- 3.23 Service of that order on the delinquent by delivering or tendering it in person, if he is on duty.
- 3.24 Communication of that order to the delinquent by registered post to the address given by him, if any or of his usual place of residence.
- 3.25 Publication in the A. P. Gazette, if it cannot be so served or communicated.
- 3.26 Where a Government servant is suspended, he is free to go wherever he likes, but he must leave address with the head of the office, or if he is himself the Head of the office, with his Immediate superior. He must also leave his address with the officer, if any, holding an inquiry into his conduct. He must obey all orders to attend any inquiry into his conduct-and if he fails to do so, the inquiry can be held in his absence.

- 3.27 A member of a service who is deemed to have been suspended by an order of the competent authority if he is detained in custody on a criminal charge or otherwise, for a period exceeding forty-eight hours, and if such a Government servant is released on bail the competent authority may revoke the orders of suspension and admit him to duty or grant him leave during the period, if applied for by him, if the said authority thinks fit to do so having regard to the nature of the charge and other circumstances of the case, The mere fact that the member of the service has been granted bail, does not give him a right to be restored to duty.
- 3.28. When a penalty of dismissal, removal or compulsory retirement imposed on a member of 'a service, who has been placed under suspension is set aside in appeal or review or by a decision of a court of law and further inquiry or action is contemplated shall be deemed to have continued under suspension from the date of the-original order of dismissal,' removal or compulsory retirement until further orders.
- 4.1 The authorities which are empowered to suspend certain members of state services are specified in rule 13. Where no such specific provision is made the concerned regional authority if any is competent to suspend members holding initial Gazetted Posts. The Head of the Department is competent to suspend members holding second level Gazetted posts. If there is no Regional authority, the Head of the Department can exercise his power in respect of both the initial and second level Gazetted Officers. In the absence of specific provision, the immediate superior Gazetted officer vide 14 (1) (a) or higher authority including appointing authority or any highest authority (including Government) is competent to exercise this power of suspension in respect of subordinate services.
- 4.2 In trap cases, the Government servant should be suspended immediately after the trap basing on the preliminary report of the Anti-Corruption Bureau. If there is likely to be any interregnum between the trap and the actual relief of the .trapped officer after being placed under suspension, the competent authorities should consider whether the officer could be transferred immediately so that material evidence is not destroyed and the arrangements should be made to relieve trapped officer forth with.
- 4.3 In disproportionate assets cases, the accused officer need not be suspended immediately following the registration of the cases. But he may be transferred to a far off non-local post to avoid likelihood of his tampering with the records and influencing the witness.
- 4.4 If, however, the Anti-Corruption Bureau finds during investigation that there is reasonable ground for believing the accused officer has deliberately failed to cooperate with the investigating agency or that he is trying to tamper with the official records or influencing the witnesses or bringing pressure on the investigating officers, it is open to the disciplinary authority to place the accused officer under suspension, at that stage, based on the recommendation of the Anti-Corruption Bureau to that effect.

- 4.5 In cases other than those mentioned above, the disciplinary authority should consider and decide the desirability of placing the accused officer under suspension, if he is not already under suspension as and when charge sheet is filed against him in the court or where after investigation, it is decided to initiate regular departmental action for imposing any of the major penalties and a charge memorandum is served in this regard.
- 4.6 The cases of loss and fraud are usually reported to the police and officials involved who are placed under suspension continue to be under suspension till they surrender or are apprehended by the police and prosecuted, resulting in either the case dragging on for a long time or if and when the absconding officials are apprehended and proceeded against, they are required to be paid the subsistence allowance, if they produce a certificate of non-employment.
- 4.7 In such cases, the disciplinary authorities shall take the following action.
- 4.7.1 A certificate should be obtained from the local police authorities to the effect that whereabouts of the officials concerned are not known. This certificate should be placed on record in the connected file.
- 4.7.2 A brief statement of the allegations should be prepared and kept on the file.
- 4.7.3 The disciplinary authority should himself record on the file the fact that the whereabouts of the officials concerned are not known and that the police authorities have also certified to that effect and, therefore, it is not reasonably practicable to hold the inquiry contemplated under Rule 20. The disciplinary authority can then take recourse to rule 25 where there is provision to dispense with the enquiry. Reasons for not holding inquiry should then be recorded in writing and the disciplinary authority issue orders imposing such penalty, as it deems fit. The allegations and charges have to be briefly discussed in the punishment orders. Normally in such cases, the punishment that could be meted out would be either removal or dismissal from service.
- 4.8 A reference to the report/recommendation made by the higher authority, Anti-Corruption Bureau and Vigilance & Enforcement dept. should be avoided in the orders of suspension issued by the competent authority in order to establish that the competent authority has exercised-his power independently.
- 4.9 Where the work and conduct of an emergency employee are not satisfactory he should not be placed under suspension pending inquiry as it involves financial loss to Government nor should disciplinary action be initiated against them but he should be discharged from service in terms of his appointment by an innocuous order so far to avoid complication.
- 5.1 Review of the orders of suspension after a period of every six months should be undertaken as specified below:

- 5.1.1 In the case of Gazetted Officer if the suspension order is issued by the regional authority the first review the review after six months will be done by him only the second and subsequent reviews will be done by the head of the Department at six monthly intervals. When no Regional authority exists and the head of the department ordered suspension of first and second level Gazetted officers such order shall be reviewed every six months by him only
- 5.1.2 If the original order of suspension is issued by government all reviews including first review shall be done as ordered above except that prior approval of the government to the result of the review shall be obtained when the review leads to reinstatement before reinstatement orders are issued
- 5.1.3 In respect of third level and above Gazetted categories of officers, the review of order of suspension, at an interval of every six months shall be done by Government only.
- 5.2 In respect of members of the subordinate service the first review of the order of suspension after six months from the date of issue of orders shall be by the, appointing authority. The 2nd and subsequent reviews of the order of suspension shall be by the Head of the department at an interval of every six months. Where the appointing authority is Head of the department itself, the review of the order of suspension at an interval of every six months shall be by the Head of the department only. Even if suspension is ordered by the higher authority the review shall be done as ordered above, except that the report on the result of review shall be sent to higher authority for information & record.
- 5.3 It may not be desirable to place an officer under suspension for a long period or indefinitely. Therefore, in all cases where a member of service is placed under suspension, action regarding investigation or inquiry as the case may be, should be undertaken on priority basis with utmost speed at all levels

Keeping in view the limits fixed for the inquiries at all stages and discipline proceedings. Should be finalized and orders issued as early as possible. Even in respect of criminal cases filed in the special courts for SPE and ACB cases, efforts should be made by authorities concerned that the trial is completed at the earliest possible period so that the member of service is not continued under suspension for longer period.

- 5.4 However an outer limit of two years has been prescribed from the date of suspension, failing which the Govt. servant may be reinstated" without prejudice to the proceedings being pursued. In exceptional cases, especially where there is deliberate delay caused due to non-co-operation' of the employee concerned suspension beyond two years can be continued.
- 5.5 Payment of subsistence allowance should not be withheld pending review of suspension



## **PART-IV: CONTROL (RULES 9-10)**

6.1 Control is sought to be achieved by providing for the imposition of the following penalties on Government servants for their acts of negligence and misconduct. These penalties may be imposed on members of the state and subordinate services for good and sufficient reasons.

### **MINOR PENALTIES**

- i) Censure
- ii) Withholding of promotion
- iii) Omitted by G.O. Ms.No.335 GAD dt. 4.8.2005)
- iv) Withholding of increments without cumulative effect.
- v) (A) Suspension (as a specific penalty) where a person has already been suspended under rule 8, to the extent considered necessary.  
  
(B) Reduction to a lower stage in the timescale of pay for a period not exceeding three years without cumulative effect and not adversely affecting his pension.

### **MAJOR PENALTIES**

- vi) With holding of increments with cumulative effect
  - vii) (a) Same as provided for in clause (v)  
  
(b) reduction to a lower stage in the time scale of pay for a specific period, with further directions as to whether or not the Government Servant will earn increments of pay during the period of such reduction and whether on the expiry of such period. The reduction will or will not have the effect of postponing the future increments at his pay.  
  
(c) reduction to lower time scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the Government Servant to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions, regarding conditions of restoration to the grade or post or service from which the Government Servant was reduced and his seniority and pay on such restoration to that grade, post or service (By G. O. Ms. No. 373 GAD, Dt. 6.12.2003)
  - viii) Compulsory retirement
  - ix) Removal
  - x) Dismissal
- 6.2 It is misnomer to consider the minor penalty as of little or no significance.

According to G.O.MS.NO. 342 GAD (Ser) dt. 4-8-97, any minor penalty Debars promotion for a minimum period of one year. Withholding of increments with cumulative effect bars promotion for twice the period of stopping

- 6.3. The penalty of fine vide rule 10 (i) may be imposed only on one member of last grade service and holders of other posts specified in 1 to the rules;" "
- 6.4. The penalty of suspension for a period not exceeding, 15 days may be, ' imposed on Forest guards, directly recruited members of A.P, ' Police Subordinate Service AP.Special Armed Police service and certain categories of A.P. Fire Subordinate Service, vide rule 10 (ii).
- 6.5. "Censure Is a formal penalty which in the form of reprimand imposed on a , person who is guilty of a blame worthy act of omission or negligence. '
- 6.6. Removal of a person does--not disqualify him from future employment but , dismissal shall ordinarily disqualify him from future employment
- 6.7. In every case in which the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing of forbearing to do any official act, is established, the penalty of removal or dismissal shall be imposed:
- 6.8. To improve the tone of administration, the Government have since ordered that in all proved cases of misappropriation, forgery, outraging modesty of women, bribe~ and moral turpitude penalty of dismissal shall be imposed.

#### **AUTHORITIES COMPETENT TO IMPOSE PENALTIES ON GAZETTED OFFICERS**

- 7.1 The authorities which are competent to impose certain penalties on some members of the state service are given in rule 11. In the absence of such specific provision in rule 11, the general rule is that every Head of the Department declared' to be the appointing authority may impose on any , member of the state service holding an initial or second level gazetted post under his control, any of the penalties specified in clauses i to viii of rule 9 (G.O. Ms.No. 428 GA (Ser.C) Dept., dt. 13.10.99. Government alone-have the power to remove or dismiss Gazetted officers. Government being a higher authority to the H~d of the department can impose any penalty on Gazetted officers after consultation with the APPSC wherever necessary.

#### **COMPETENT AUTHORITIES TO IMPOSE PENALTIES ON SUBORDINATE SERVICES (RULE 14)**

- 7.2 The authorities competent to impose certain penalties-on members of some subordinate services (Non-Gazetted) are specified in rule 14 and in appendices, II, III & IV. In the absence of such specific provision the general

rule is that the penalties of (i) Censure (ii) Fine (Clause (i) of rule (10) (iii) withholding of increments (Clauses (i) and (iv) or rule 9) .can be imposed on a Government servant by his

immediate superior gazetted officer or where the appointing authority for such member is a non-gazetted officer, such officer or any higher authority. The officer next above the immediate superior Gazetted officer or appointing authority or any higher officer may impose the penalty.

- 7.3 The appointing authority or any higher authority may impose on a member of the subordinate service the penalties of withholding of promotion for any specific fault or misconduct, suspension to the extent considered necessary, reduction, compulsory retirement, removal and dismissal.
- 7.4 Where in any case a higher authority has imposed or declined to impose a penalty, a lower authority shall have no jurisdiction and where in any case a lower authority has imposed penalty or" exonerated a member, it shall not debar a higher authority from exercising his powers. His order shall supersede any order passed by a lower authority (Rule 18).
- 7.5 **PERSONS LENT:** Where the service of a person is lent by one department to another or to Govt. of India the instructions in rules 30 and 31, as amended in G.O. Ms. No. 20 GI.Adm. (Ser-c) Dept. dt. 20-1-2000 shall be followed.

**PART-V: PROCEDURE FOR IMPOSING PENALTIES (RHI::-ES-20, 21, 22 & 23)  
MINOR PENALTIES (RULE.22)**

- 8.1 No order imposing the penalties I to V of rule 9 or 10 shall be passed by the authority competent to impose the penalty except after the member of the service is informed in writing of the imputations of misconduct or misbehavior and the proposal to take action against him and given an opportunity to make representation in the standard form VI or VII prescribed in G. O. Ms. No. 82 GAD (Ser-C) dt. 1-3-96, depending on the gravity of the charge(s). Representation, if any, is taken into consideration and examined. When an inquiry is conducted-under Rule 20, there is no need to give further opportunity to the charged officer and a minor penalty may be imposed on the basis of evidence adduced during the inquiry.
- 8.2 The record of proceedings in such cases of minor penalty should contain:
- 8.2.1 A copy of the intimation to the Government servant of the proposal to take action against him.
- 8.2.2 A copy of the statement of imputations of misconduct or misbehavior delivered to him.
- 8.2.3 His representation, if any.
- 8.2.4 The evidence produced during the inquiry, if any.
- 8.2.5 The advice of the APPSC, if any.

- 8.2.6. The finding on each imputation of misconduct or misbehavior
- 8.2.7. The orders on the case together with the reason there for
- 8.3. A disciplinary authority competent to impose any of the penalties specified in clauses (I) to (v) of rule 10, may institute disciplinary proceeding against any Government servant for the imposition of any of the penalties specified in clauses (vi) of rule 9 notwithstanding that such disciplinary authority is not competent to impose any of the latter penalties

### **MAJOR PENALTIES (RULE 20)**

- 9.1 An elaborate procedure is prescribed in Rule 20 for imposing major penalties Under-Art.311 of the constitution no civil servant dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges and given reasonable opportunity of being heard in respect of those charges.
  - 9.1.1 Under clause(4) of rule 20, it is the responsibility of the disciplinary authority to undertake the work of framing charges and to deliver or cause to be delivered to the Government servant a copy of the articles of charge the statement of imputations of misconduct or misbehavior and a list of documents and -witnesses by which each articles of charge is proposed to be sustained and shall require the Government servant to submit, within-such,.. time as may be' specified, a written statement of his defiance and to state' whether he desires to be heard in person. (The format NO.II prescribed should be used).
  - 9.1.2 On receipt of the written statement of defence, or if no written statement of defence is submitted by the Government servant; further inquiry needs to be conducted in respect of charges not admitted in the former case and Ex-parte inquiry in the later case.
  - 9.1.3 The disciplinary authority shall necessarily appoint an Inquiry Officer when he proposes to conduct detailed inquiry in cases where, in his opinion, the charge-if proved, warrants imposition of major penalty; instead of itself taking up the inquiry, unless the appointment of Inquiry Officer becomes-impossible in view of the non-availability of the Officer in the Department (Govt. Memo. No. 46733 GI. Adm. (Ser-C) Dept., dt. 22-10-1999).
  - 9.1.4 The government servant may 'either appear himself in person before the Inquiring authority or may take the assistance of any other Government servant or retired Govt. servant to present. the case on his behalf Subject to the conditions laid down in clause (8) of rule 20.

- 9.2 The manner in which such an inquiry officer has to conduct the inquiry and submit his report to the competent authority is dealt within rule 20 (23). A format is prescribed for submission of Enquiry Officer's report in Govt. Circular

Memo No. 56183/ Ser-C.799 GAp, Dt. 15-10-1999

- 10.1 On receipt of inquiry report, disciplinary authority shall first see whether it conforms to the check list prescribed in Govt. Circular Memo No. 209227 Ser-C/99 GAD Dt. 28-9-99, and take action as per rule 21, and instruction in Govt. U.O.Note No. 11107/Ser-C/99 GAD, Dt. 1-3-99
- 10.1. (a) When it is proposed to award a major penalty he shall furnish a copy of inquiry officers report to the person charged and allow a reasonable time not exceeding one month to submit his further representation, if any on inquiry officers report, vide rule 21 (4) however if the gravity of the charges held proved warrants only minor penalty. it may be awarded straightaway
- 10.2. There is no need to give any opportunity to the charged officer to make a representation against the penalty proposed to be imposed, in view of Art.311 (2)of the constitution as amended by the 42<sup>nd</sup> amendment Act 1976 to the constitution of India.
- 10.3. Where the authority to impose the punishment is the state Government it is the necessary before passing an order, to consul the A.P. Public Service Commission, in the cases mentioned in Govt. Memo No. 32667/98-99 dt. 3.5.99. With a view to hastening the process of finalization of cases, Government ordered that the department should forward the proposals to the APPSC in complete shape including information on all the items referred to in the check-list appended to Govt. Memo No. 655/Ser.C/99-1 GAD dt. 17.8.90. A copy of the letter of the Public Service Commission containing its advice, may, if applied, be supplied to the accused Government Servant. Where such advice has not been accepted, a brief statement or the reasons for such non acceptance shall be furnished to the Government servant concerned along with a copy of the case, vide rule 44. As instructed in Govt. U.O. Note No. 43946/Ser-C/2000-3 GAD, Dt. 12-10-2000 consultation with APPSC, is not necessary before a major penalty is imposed on those who are convicted in a Court of Law or Special Courts for Special Police Establishment and ACB Cases.
- 10.4. The final order containing the decision of the authority competent to impose the penalty should be a self-contained speaking order. Even where the order is passed by the Government, the order should set out briefly the relevant facts, findings, advice of the Commission and Governments decision thereon. It should be signed by an officer authorized to sign orders on behalf of the Government. Such an order should be communicated to the accused Government servant and his acknowledgement in token of having received it should be obtained and kept on record.

- 10.5 The following types of cases may merit action for imposing one of the major penalties. These are meant for guidance and not to be treated as yardstick. for imposing a major penalty. 10.5.1 cases in which there is a reasonable ground to believe that a penal offence has been committed by a Government servant but the evidence forthcoming is not sufficient for prosecution in a court of law eg.
- 10.5.2. Possession of Disprortionate assets
- 10.5.3. Obtaining or attempting to obtain illegal gratification
- 10.5.4. Misappropriation of Government property money stores
- 10.5.5. Obtaining or attempting to obtain any valuable thing or pecuniary advantage without consideration or for a consideration is not adequate
- 10.5.6. Falsification of Government records
- 10.5.7. Gross irregularity or negligence in the discharge of official duties with a dishonest
- 10.5.8. Misuse of official position or power for personal gain.
- 10.5.9. Disclosure of secret o confidential information even though it does not fall strictly within the scope of Official Secrets Act.
- 10.5.10. False claim on the Government like, T.A. claims, reimbursement claims etc.
- 10.5.11. To ensure dean and efficient administration it was directed in G.O.Ms. No.2 Gl Adm. (Ser-C) Dept, dt 4-1'; 1999 that in all proved case's of misappropriation, 'bribery, bigamy, corruption, moral turpitude forgery and outraging the modesty of women, the penalty of dismissal from service shall be imposed, as already mentioned in para 6.8 ante.
- 11.1 The procedure laid down in Rule 20 of the AP Civil Service-(CCA) Rules in regard to the imposition of major penalties, need no~ be followed in certain exceptional cases, as mentioned in rule 25, viz.
- 11.1.2 Where an authority competent to impose penalty is satisfied that for some reason to be recorded by that authority in writing, 'it is not reasonably practicable to give to that person an opportunity of showing cause.
- 11.1.3 Where the Governor is satisfied that in the interest of security of the state it is not expedient to give to that person such an opportunity or to hold such inquiry.
- 11.1.4 Where it is proposed to impose any of the penalties specified, on the basis of the report of the Lokayukta or Upalokayukta, the disciplinary authority shall take action on the basis of the recommendation contained in that report (rule 27).

## **COMMON PROCEEDING (RULE 24)**

- 12.1 According to rule 24 where two or more members of the same service or different services are concerned in any case, the Government or any other authority competent to impose the penalty of dismissal from service on all such members may make an order directing that disciplinary action against all of them may be taken in a common proceeding. If the authorities competent to impose the penalty of dismissal on such members are different, such authorities not being the Government, an order for holding such inquiry in a common proceeding may be made by the highest of such authorities with the consent of the other authorities competent to. Impose the said penalty on others.
- 12.2 It is for the highest authority who orders joint inquiry to see that the penalty imposed is proportionate to the seriousness of the charges held proved, keeping in view their degree of culpability/ seriousness of lapses held proved, while imposing the penalty in. such cases.
- 12.3 When two or more persons are involved in one case, the magnitude of involvement of all the delinquent officers may not be the same and the degree of culpability may also vary from person to person. As such it may not be possible to impose the same penalty uniformly on all the charged officers, irrespective of the degree of their involvement. If the same penalty is imposed on all such delinquent and maligned officers involved in a case, ignoring their degree of culpability and involvement, such action is liable to be questioned. As such, it may not be legally valid to prescribe any guidelines or yardsticks for imposing penalty in such cases. The competent authority who orders such a joint inquiry should ensure that the members of service involved in disciplinary cases are imposed the penalties keeping in view their degree of culpability/seriousness of lapses/charges held proved.
- 12.4 The disciplinary authority should take a comprehensive view by taking into account the totality of the circumstances and the extent of involvement of each of delinquent officers while inflicting the punishment.

## **ACQUITTAL BY COURTS**

- 13.1 The Supreme Court of India in Corporation of Nagpur Vs Ramachandra (1981) (2Sec714-AIR 1984 SC.626) has made the following observations:
  - 13.1.1. The other question that remains is if the respondents are acquitted in the criminal cases whether or not, the departmental inquiry pending against the respondents would have to continue. This is a matter which is to be decided by the Department after considering the nature of the findings given by the criminal court. Normally where the accused is acquitted honourably and completely it would not be expedient to continue a departmental inquiry on the

Very same charges or grounds or evidence, but the fact remains, however, that merely because the accused is acquitted, the power of the authority

Concerned to continue the departmental inquiry is not to taken away or its discretion in way fettered. However as quite some time has elapsed since the departmental inquiry has started the authority concerned if it is really worthwhile to continue the departmental inquiry in the event of the acquittal of the respondents if however the authority feels that there is sufficient evidence and good ground to proceed with the inquiry it can certainly do so

13.1.2. In the of the above judgment of the supreme court of India it is clear that the acquittal of the accused officer by the competent court is no bar to initiate departmental inquiry against the delinquent officer.

13.1.3 The disciplinary authority may, if it comes to the conclusion that an order Imposing a penalty on a Government servant on the ground of Conduct which had led to his conviction on a criminal charge should be issued pass such an order without waiting for the period of filing an appeal, or if an appeal, has been filed with Out waiting for the decision in the first court of appeal. Standard form for such an order is annexed to Government Memo No. 169/Ser.C/77-8 GAD dt. 10.2.78

13.1.4 Whether, despite the acquittal, the facts and the circumstances of the case are such as to call for a departmental action against the Government servant on the basis of the misconduct on which he was previously convicted, departmental inquiry may be ordered, in standard form No. “Annexed to the Government memo.

13.1.5 In case where Government employee is removed or dismissed or reduced in rank after complying with the requirement of article 311 (2) of the Constitution of India or of the provisions-of rule 20 of the A.P. Civil Service (Classification, Control and Appeal) Rules, then the order of removal, dismissal or reduction in rank, is not affected by his acquittal in a criminal court, if he is prosecuted in addition to the departmental action taken -against him. If however, a Government employee is removed or dismissed or reduced in rank, solely on the ground of conduct which led to his conviction on a criminal charge, without complying with the requirements of the aforesaid article or rule and if his conviction is eventually set aside by the appellate court, or by the High Court, in revision, then the order of removal, dismissal, or reduction in-rank-,as the case may be cannot stand, and that order will have to be reviewed.

#### **UNAUTHORIZED ABSENCE -WILFUL AND PROLONGED ABSENCE FROM DUTY WITHOUT PROPER LEAVE**

14.1 In circular Memo No. 4481/N128/FR.1/88, Fin& Pig. (Fin. Wing F.R.I) Dept., dt. 7.7.88 Government have issued instructions ordering concerned departmental



authorities to initiate disciplinary action-against those employees who remained absent from duty without proper leave and pass appropriate orders on the basis of the disciplinary proceedings by following the procedure

Laid down in APCS (CCA) Rules. In spite of these instructions the following questions arise for consideration.

- 14.1.1. Whether a member of service who remained absent from duty without proper leave can be permitted to join duty if he gives joining report pending further action to determine or regulate the period of absence by taking disciplinary action or otherwise.
- 14.2 According to FR 18 and rule 5-A of the A.P. Leave Rules, 1993 and the Note-1 there under, no Government servant should be granted leave of any kind for a period exceeding five years and that wilful absence from duty not covered by grant of any leave shall be treated as "dies-non" for all purposes-viz, increments, leave and pension.
- 14.3 Neither F.R 18 and rule 5-A of the A.P. mean: Leave Rules, can be construed to mean
- 14.3.1. That is the number of service who remains absent from duty without proper leave cannot be permitted to join duty if he gives a joining report ,or
- 14.3.2. That such member of service ceases to be in service by such absence so as to discharge him from service in terms of FR.18.
- 14.4. What therefore follows from this is that if a member of service who remains absent without any leave gives a joining report it should be ensured by the competent authority that he is permitted to join immediately pending initiation of the disciplinary action for unauthorized absence, in case such action has already not been initiated against him and in all such cases the period of unauthorized absence has to be treated as dies-non in accordance with the Note-I under FR 18 and Rule 5-A aforesaid. This treatment of unauthorized absence as dies-non is distinct from disciplinary action taken or to be taken against the employee concerned.
- 14.5 What F.R 18 and rule 5-A of the A.P. Leave Rules mandates is that no member of service shall be granted leave of any kind for continuous period exceeding five years without the specific approval of Government. No inference can be drawn from these rules that disciplinary action against a member of service cannot be taken unless he is continuously absent for more than five years without any leave. It is not at all necessary for the authority competent to wait for a period of five years to initiate disciplinary action against the member of service for his absence from duty wilfully or unauthorized In all such cases the disciplinary proceedings can be initiated against such member of service who remained absent without any leave

straight way by following the procedure laid down in Rule 20 of the APCS (CCA) Rules, 1991 for unauthorized absence without leave which constitutes good and sufficient reasons for initiating disciplinary action under the said rules and such other misconduct as having secured gainful employment elsewhere during his absence from duty without leave. In all such cases the

Inquiry officer has to be directed to complete the inquiry within a fixed time say within a period of 2 months the charges post with framed against the employee concerned should be communicated by registered acknowledgement due. If however the employee is not available at the last address given by

Him the charge memo should be got polished in the A.P Gazette and inquiry should be conducted ex-parte for taking necessary action against him even in such cases where an employee reports back to duty he should be permitted join to duty without prejudice to the action contemplated or pending against him if employee applies for leave on the same ground three months he should be referred to medical board for examination and necessary action may be taken against him on the basis of the medical report

14.6 According to the note under Rule 6-A of AP. Leave Rules and with proviso to FR' 73, a temporary Government servant working under emergency provisions, who remains absent from duty after applying for leave or extension of leave to which he is not entitled under the Rules shall be deemed to have been discharged from duty with effect from the date from which he is not entitled to any leave unless the leave applied for is sanctioned in relaxation of relevant rules. Where such a temporary employee absents himself unauthorised or without sufficient justification, action should be taken immediately for discharging him from service invoking this rule, by issuing an innocuous order indicating the provisions under which the employee stands discharged. .

#### **REQUEST FOR "RESIGNATION" WHILE ABSENT**

14.7.1. Resignation by a member of a service, who is placed under suspension, from service pending investigation or inquiry into grave charges or who is deemed to have been suspended under rule 8 of the A.P.C.S. (Classification, Control and Appeal) Rules 1991 shall not be accepted-during the period of suspension.

14.7.2. The consequence of the resignation as laid down in General rule 30 is that not only the service rendered by the member of service. In a particular post held by him at the time of resignation but also all his previous service under the Government will stand forfeited:-In view of this consequence the regulation of the period of unauthorized absence would be of no consequence and the acceptance of such resignation tendered by the member of service who remained. Absent from duty without leave need not wait the determination of unauthorized absence.

- 14.8 Where Government servants, while being unauthorised absent or where their leave was refused, have sought for voluntary retirement on completion of 20/33 years of qualifying service in accordance with Rules 43 and 44 Revised Pension Rules, 1980, respectively, the competent authorities concerned have failed to take action to accept them promptly, resulting in unintended benefit to

The employees on, termed Incuse of retirement on completion of 20 years of qualifying service as provided under Rule 43 of Revised Pension Rules 1980, a Government servant who gives a notice in writing of his intention to retire voluntarily shall not retire unless the notice given' by him is accepted by the competent authority, provided that the competent authority shall issue an order before the expiry of the notice period accepting or rejecting the notice. In case of voluntary retirement on completion of 33 years of qualifying service as provided under Rule 44 of Revised Pension Rules 1980, the appointing authority has to issue orders permitting the Government servant to retire from service. In normal course, in either case, the voluntary retirement can be accepted/permitted as the case may be pending determination of the period of unauthorized absence. In cases where it is contemplated to take disciplinary action against the employee concerned, it would be appropriate to frame charges against him before he retires from service so that further action may be pursued in accordance with Rule 9 of Revised Pension Rules unless the charges are grave and acceptance of such notice would not be in public interest. As such, acceptance of notice of voluntary retirement need not await the determination of the period of absence, provided the Government servant concerned has rendered 20/33 years of qualifying service. Even in cases where an employee is permitted to retire voluntarily departmental proceedings can be instituted with the sanction of government in respect of a cause of action which arose or an event which took place not more--than-four years before such institution, in terms of Rule 9 of Revised Pension Rules.

- 14.9 Whenever official continues to remain absent from duty or overstays leave without permission and his whereabouts are not known, or fails to reply to official communications, the disciplinary authority may initiate action under Rule 20 of CCA. Rules. In all such cases, the competent authority should by a registered acknowledgment due letter addressed to the official at his last known address, issue a charge-sheet in the form prescribed for the purpose and call upon the official to submit a written statement of defence within a reasonable period to be specified by that authority. If the letter is received undelivered or if the letter having been delivered, the official does not submit a written statement of defence on or before the specified date or at a subsequent stage does not appear in person before the inquiry officer, or otherwise fails or refuses to comply with the provisions of APCS (CCA) Rules, the inquiring authority may hold an expert inquiry. The notices of all hearings should be served on the accused or communicated .to. Him unless the first notice says that the inquiry will continue from day to day.

## **PART-VI: APPEALS (RULE 32-39)**

- 15.1 No appeal lies against any order passed by the Governor under clause (iii) of rule 25, any order of an inter locator nature in and of the final disposal of a disciplinary proceedings and any order passed by an inquiring authority in the course of an inquiry under rule 20, vide rule 32.
- 15.2 A Government servant may prefer an appeal against the order of suspension made under rule 8, an order imposing any of the penalties specified in rule 9 or rule 10 by the disciplinary authority or appellate or revising authority an order enhancing the penalty imposed under rule 9 or rule 10 an order of discharge for a contract appointment exceeding a period of five years and an order reducing or withholding pension, vide rule 33.
- 15.3 An appeal from an order court lie to the Governor and from any other authority including Heads of department shall lie to the Government and appeal from an order passed by a lower authority shall lie to the Head of department.
- 15.4 No appeal shall be entertained unless it is preferred within 3 months of receipt of the order by the appellant. The appellate authority, if satisfied; may entertain an appeal after expiry of the above period (Rule 35 & 43): Every appeal shall be competent in itself and be presented to the appellate authority. A copy thereof shall be sent to the authority, which made the order appealed against who shall offer his comments and furnish relevant records to the appellate authority (Rule 36)
- 15.5 A member of a subordinate service shall be entitled to appeal from an order Passed by an authority, imposing on him any of the penalties, to next higher authority. Rule 34 (1) (iii).
- 15.6 The appellate authority is under obligation to consider (i) whether the procedure has been complied with and if not whether such noncompliance has resulted in violation of any Constitutional provision or in the failure of Justice; (ii) whether the findings are warranted by the evidence on record; and
- (iii) Whether the penalty is adequate, inadequate or severe. He can confirm, enhance or reduce or set aside the penalty or remit the case with any direction he deems fit.
- 15.7 The appellate authority, thus, has power to enhance the penalty in an appeal submitted by the affected employee for relief. While enhancing the penalty, the appellant should be given opportunity to make a representation against such enhancement and in case of enhancement to a major penalty, an inquiry should be conducted if not already held, vide rule 37.
- 15.8 The power of "Revision/Review vesting in certain specified authorities under rules 40 & 41 can be exercised broadly, in the same manner as in an appeal. Here the power can be exercised suo moto also. A time limit of six months is laid down for this purpose in clause (iii) of rule 45 (1) unless this time limit is relaxed under rule 43.

# **CIVIL SERVICES UNDER THE CONSTITUTION OF INDIA**

1. A unique feature of the Constitution of India
  - (a) One of the unique features of the Constitution of India is that it has dealt with Services under the Union and the States. This has reference to the Part XIV of the Constitution of India.
  - (b) Part XIV consists two chapters, namely, Chapter-I and Chapter-II. Chapter-I makes provisions with respect to "Services" and Chapter -II relates to the "Public Service Commission".

## **2. The legal position of a Government Servant**

- (a) The origin of Government service is contractual. There is an offer and acceptance in every case. But once appointed to his post or office, the Government servant acquires a status and his rights and obligations are not longer determined by consent of both parties but by statute or statutory rules, which may be framed or altered by the Government unilaterally.
- (b) The legal position of the government servant is one of the status than of contract
- (c) The relationship between the Government and its servant is not like on orderly contract of service between a master and his servant the legal relationship is something entirely different something in the nature of status The duties of status are fixed by the law and in the enforcement of these duties society has an interest.

(Reference Roshan Lal Tandon Vs. Union of India reported in AIR 1967 SC 1889)

- (d) Literally, status means standing or social position but that is not the sense in which this term has been used here.
- (e) In language of jurisprudence, status is the legal relation of an individual to the rest of the community.
- (f) In the context of service when the relationship between the Employer and Employee is regulated by Law, it is described as "Status".
- (g) The powers and duties of the Government Servants are fixed by Law and not by agreement.
- (b) The legal position of the Government servant is one of status than of contract.
- (c) The relationship between the Government and its servant is not like an ordinary contract of service between a master and his servant. The legal relationship is

something entirely different, something in the nature of status. The duties of status are fixed by the law and in the enforcement of these duties, society has an interest.

(h) The powers and duties

## **SERVICES UNDER THE UNION AND THE STATES**

### **SERVICES**

**Art.309 interpretation:-** In this part unless the context otherwise requires the expression “state does not include the state of Jammu & Kashmir

#### **Recruitment and conditions of service of persons serving the union or a state:-**

Subject to the provisions of this constitution, Acts of the appropriate legislature may regulate the recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the union or of any state.

Provided that it shall be competent for the president or such person as he may direct in the case of services and posts in connection with the affairs of the Union and for the Governor of the State or such person as he may direct in the case of services and posts in connection with the affairs of the state, to make rules regulating the recruitment and the conditions of service of persons appointed, to such services and posts until provision in that behalf is made by or under an Act of the appropriate legislature under this article, and any rules so made shall have effect. Subject to the provisions of any such Act

#### **Art.310: Tenure of office of persons serving the Union or a State:-**

(1) Except as expressly provided by this Constitution, every person who is a member of a defence service or of a civil service of the Union or of an all India service or holds any post connected with defence Or any civil post under the Union, holds office during the pleasure of the President, and every person who is a member of a civil service of a State or holds any civil post under a State holds office during the pleasure of the Governor of the State.

(2) notwithstanding that a person holding a civil post under the Union or a State holds office during the pleasure of the President or, as the case may be, of the Governor of the State, any contract under which a person, not being a member of a defence service or of an all India Service or of a civil service of the Union or State, is appointed under this Constitution or hold such a post may, if the President or the Governor as the case may be, deems it necessary in order to secure the services of a person having. Special qualifications provide for the payment to him of compensation, if before the expiration of an agreed period that post is abolished or he is, for reasons. Not connected with any misconduct on his part, required to vacate that post.

**Art.311.** Dismissal, removal or reduction in rank of persons employed in civil capacities under the Union or State:

- (1) No person who is a member of a Civil Service. of the Union or an all India Service or a civil service of a State or holds a Civil Post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he is appointed.
- (2) No such person as aforesaid shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given reasonable opportunity of being heard in respect of those charges:

Provided that where it is proposed after such inquiry, to impose upon him any such penalty, such penalty may be imposed on the basis of evidence adduced during such inquiry and it shall not be necessary to give such person any opportunity of making representation on the penalty proposed:

Provided further that this clause shall not apply:

- (a) where a person is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on a criminal charge; or
  - (b) Where the authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason, to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry; or
  - (c) Where the President or the Governor, as the case may be, is satisfied that in the interest of the security of the State it is not expedient to hold such inquiry.
- (3) If, in respect of any such person as aforesaid, a question arises whether it is reasonably practicable to hold such inquiry as is referred to in clause (2), the decision thereon of the authority empowere-.9 to dismiss or remove such person or to reduce him in rank shall be final.

**Art.312: All India Services:**

- (1) Notwithstanding anything in Part XI, if the Council of States has declared by resolution supported by not less than that two thirds of the members present and voting that it is necessary or expedient in the national interest so to do, Parliament may by law provide for the creation of one or more all India Services including an all India Judicial Service Common to the Union and the States, and, subject to the other provisions of this Chapter, regulate the recruitment and, the conditions of service of persons appointed, to any such services.
- (2) The services known at the commencement of this Constitution as the Indian Administrative Service and the Indian Police Service shall be deemed to be services created by Parliament under this article.

- (3) The all India judicial service referred to in clause (1) shall not include any post inferior to that of a District judge as defined in Article 236
- (4) The law providing for the creation of the all India judicial service aforesaid may contain such provisions for the amendment of chapter VI of Part VI as may be necessary for giving effect to the provisions of that law and no such law shall be deemed to be an amendment of this Constitution for the purpose of Art.36B

#### Art.312 A: Power of Parliament to Revoke Conditions Of Service Of Conditions Of Certain Services:

- (1) Parliament may by law:
  - (a) Vary or revoke, whether prospectively or retrospectively; the conditions, of service as respects remuneration, leave and pension and the rights' . as respects disciplinary matter-sot persons who, having been, appointed by the Secretary of State or Secretary of State in Council to a civil service of the crown in India before the commencement of this Constitution, . Continue on and after the commencement of the Constitution (Twenty eighth Amendment) Act, 1972, to serve under the Government of India or of a State in any service or post.
  - (b) vary or revoke, whether prospectively or retrospectively, the conditions' of service as respects pension of persons who, having been appointed ' . , by the Secretary of State or Secretary of State in Council to a civil service of the crown in India before the commencement of' this Constitution, retired or otherwise ceased to be in service at any time before the commencement of the . Constitution (Twenty eighth Amendment) Act, 1972.

Provided that in the case of any such person who is holding or has held the office of the Chief Justice or other judge of the Supreme Court, or a High Court, the Comptroller and Auditor General of India, The Chairman or other member of the Union or State Public Service Commission or the Chief Election Commissioner, nothing in Sub-clause (a) or sub-clause (b) shall be construed as empowering Parliament to vary or revoke, after his appointment to such post the conditions of his service to his disadvantage except in so far as such conditions of service are applicable to him by reason of his being a person appointed by the Secretary of State or Secretary of State in Council to a civil service or the Crown of India.

- (2) Except to the extent provided for by Parliament by law under this article, nothing in this article shall effect the power of any Legislature or other authority under ,any other provision of this Constitution to regulate the conditions of service of persons referred to in clause(1)
- (3) Neither the Supreme Court nor any -other court shall have jurisdiction in:
  - (a) any dispute arising out of any provision of or any endorsement on, any covenant, agreement or other similar instrument which was entered into or executed by any person referred to in clause (1), or arising out of any letter issued to such person, in



relation to his appointment to any civil service or the Crown in India or his continuance in service under the Government of the Dominion of India or a Province thereof;

- (b) Any dispute in respect of any right, liability or obligation under Art.314 as originally enacted.
- (4) The Provisions of this article shall have effect notwithstanding anything in Art.314 as originally enacted or in any other provision of this Constitution.

## **VIGILANCE FOR SMOOTH GOVERNANCE**

### **REQUISITE TRAITS:**

- Commitment to Change
- Change in perspectives
- Change in direction
- Change in attitude , continuous to serve the tax payer

### **GROWTH OF VIGILANCE CONSCIOUSNESS:**

Ombudsman first started in Sweden in 1809

- To redress public grievances
- To enquire into Complaints of transgression of law by admn authority
- Illegality or delays in reaching decisions.
- Discourtesy or rudeness
- Unfairness or bias
- Incompetence
- High handedness
- Mistakes, failure to respond
- Furnishing misleading statements

Established in Finland in 1819, in Denmark in 1953, New Zealand in 1962 Norway in 1963, U.K. in 1966, Australia in 1976

Lokpal for Centre, Lokayukta in states recommended by Admn. Reforms committee. (Morariji Desai) in 1966 –emphasized

- They should be independent and impartial
- Appointment should be objective and free from political or any other bias
- Status of the members equal to Judge of High Court or Supreme Court

Central-legislation was taken up for Lokpal Bill on 1968, 71,77,85,89.

India is 72 in corruption in World in 2001

It is NO.80 in most corrupt countries of 168 in the year 2002

Nigeria, Liberia are most corrupt. New Zealand is the least corrupt Rs. 15,000 crores change hands in a year

### **SENTINELS OF VIGILANCE**

- Central Vigilance Commission
- Central Bureau of Investigation
- Lokayukta
- A.P. Vigilance Commission
- Anti-Corruption Bureau
- Vigilance and enforcement
- Tribunal for Disciplinary Proceedings
- Commissioner of Inquiries

## **LOKAYUKTA AND UPALOKAYUKTA, A.P.**

Established from 1-11-1983. An independent Public Authority to tackle mal-administration and corruption of public functionaries and redressing grievances of the citizens.

### **OBJECTIVE**

- To provide easy cost free access to the common people
- To redress their grievances speedily and effectively

### **TARGETS**

- Every Minister (except C.M.)
- Member of state legislature, Chief whip
- Every Officer appointed to a public service or post in connection with the affairs of the state of A.P.
- Every Chairman and President of Z.P/. and Panchayat samithi  
Every Mayor
- Every Chairman of first grade Municipal Council
- Every Secretary to Govt.

### **AREA**

- Abuse if position by public Servant to obtain any gain or favour to himself or to any other person
- To cause undue harm or hardship to any other person
- In the discharge of his functions actuated by improper or corrupt motive and causing-loss to the-state or any member of public
- Guilty of corruption or lack of integrity
- On complaint by any citizen or aggrieved person
- By suo -motu action
- On a reference made by Governor

### **Stages of action**

- I) Preliminary verification through confidential probe Calling for information from govt. Dept. A.C.B. Vigilance and Enforcement, CID, etc.
- II) Regular Enquiry following principles of equity and natural justice

### **VIGILANCE COMMISSION:**

G.O.Ms No 421 GA (Sc.D.) Dt.3-8-93. Appointed by governor .To coordinate and advise departments, Govt, undertakings, companies in matters pertaining to maintenance of integrity and impartiality in the Administration.

**Functions:**

- To cause an enquiry against public Servant acting for an improper purpose or corrupt manner
- Public servant exercised or refrained from exercising his powers for  
Improper or corrupt purposes
- Any complaint of corruption, misconduct or lack of integrity or other kinds of mal-practices
- Exercising discretionary powers facilitating corruption.
  - ✓ To entrust the enquiry to ACB or to the Dept.
  - ✓ All India Services Officers, only after Consulting C.S.

**Action:** Further action on the Fined Reports of ACS, Govt. Dept.

- Prosecution in a court of Law.
- Inquiries by the T.D.P.
- Inquiry by the commissioner for Departmental inquiry
- Departmental inquiry

**VIGILANCE AND ENFORCEMENT DEPT.**

G.O. Ms.No. 269 (SC.D) Ft 11-6-85. It is headed by Director General Vigilance and Enforcement, Ex-Officio Principal Secretary, G.A. D.

- ✓ To achieve clean and efficient administration
- ✓ Prevention of leakage of revenue
- ✓ Misuse or wastage of Govt funds, Resources, Materials, Properties
- ✓ Loss of state's wealth and natural resources, losses, -wastage, and graft in public sector undertakings and Govt. companies.
- ✓ To streamline internal vigilance in important departments
- ✓ To quicker the processing of inquiries against public servants
- ✓ To increase the REVENUES to the state.
- ✓ To coordinate the activities of existing Vigilance and Enforcement Agencies
- ✓ To expand Govt's Welfare and developmental activities
- ✓ To advise the Govt. regarding changes needed in procedures, rules, to Simplify and streamline.
- ✓ To advise the Govt. regarding matters of Vigilance, Anti-Corruption
- ✓ To refer any complaint to ACB
- ✓ To organize training/orientation programmes for vigilance officers
- ✓ To hold periodical meetings with Heads of Departments to tone up functioning.
- ✓ To publish bulletins important amendments to relevant Acts.
- ✓ To tender advice on all disciplinary matters.

It has jurisdiction on all employees of State Govt. and Local Bodies, at District Level to organize surprise checks at focal points of corruption.

- ✓ To organize surprise inspections.
- ✓ To review procedures, Rules.
- ✓ To prepare lists of suspected firms, .contractors, spurious suppliers

### **Vigilance Officers**

- It is the primary responsibility of the Head of the Department to take all steps to provide honest and efficient administration.
- Each Department will have a vigilance cell and a Senior Officer with integrity will be nominated as chief vigilance officer.
- There will be one .chief vigilance officer for each Secretariat Department and Vigilance Officers in all sub-ordinate and attached offices.
- To combat corruption, misconduct, mal-practices

### **Functions of C.V.Os:**

- To enquire into all complaints of corruption, abuse of power, malpractices and advise Departments.
- To identify the areas of corruption, to streamline.
- To maintain lists of officers of doubtful integrity and help H.O.D.
- To assist ACB in enquiries.
- To take follow up action on ACB Reports.
- To study the inspection Reports, Audit Reports, P.A.C. Reports.
- Quick disposal of Departmental enquiries.
- To analyse all cases of corruption, fraud, abuse of power.
- Prompt disposal of all references of Lokayukta.
- To keep watch over the functioning of the Department.

### **COLLECTORS OF DISTRICTS:**

They shall be the C.v.Os for their jurisdiction.

- To entrust any complaints, information to ACB or district level officers
- To ensure expeditious investigations.
- To eliminate opportunities in procedures for corruption and mal-practices.

Views of Sri N.Vittal:

Corruption is anti-national, anti-poor, anti-economic Development.

### **Factors Responsible:**

- Caste and nepotism
- Financial interest dictates politics
- Indian culture of tolerance
- Earning for grand children
- Amassing wealth is considered great
- Social practices like dowry
- Consumerism and desire for ostentations lifestyle
- Education pressure

### **Strategy to fight Corruption:**

- Simplification of rules and procedures
- Bring greater transparency and empowering the public
- Public vigilance .....N.G.Os.....Citizen participation
- Effective punishment by chasing prosecution and more effectively Department enquiry cases
- Black money in politics and bureaucracy should be eliminated
- Elimination of Inspector raj.

### **Eg: Self-assessment of property tax.....V.A.T**

- More rules, more corruption, More Controls, Five Lakhs Vendors and cycle rickshaw pullers pay a bribe between 40 to 50 cores P.M. To Various police, Municipal authorities etc. Because of licensing retire.
- Application of I.T. transparency and accessibility of information, web sites, internet.
- Innovative use of media
- Judicial activism
- A pat for the good

# FUNDAMENTAL RULES AND SUBSIDIARY RULES OF T.S GOVERNMENT

## INTRODUCTION

- 1.1 The Fundamental Rules apply to all Government Servants paid from the consolidated fund of the State. They deal with service aspects relating to Government Servants such as the General Conditions of Service, Pay, Pay Fixations, Increments, Additions to Pay, Combination of Appointment, Dismissal, Removal and Suspension, Retirement, Leave, Joining Time and Foreign Service etc. The power of interpreting these rules is reserved to the Government.
- 1.1.1 Government may relax any of the provisions in just and equitable circumstances.
- 1.1.2 The power of interpretation of these rules is reserved to the Government.

## DEFINITIONS

- 1.2 Some of the important definitions in these Rules are, as follows (FR. 9):

**Duty:** Service in a post, joining time, authorised course of training, compulsory wait treated as such by competent authority, periods of enforced halts enroute on tour, CL etc., are treated as duty.

There are some more instances detailed in FR 9 like period spent by employees in attending to Conferences/Seminars/ Exhibitions/Examiner, being treated as Duty. During given circumstances in respect of compulsory wait for posting, to treat such periods as Duty, detailed procedure given in FR 9 should be followed to enable Government to pass orders in each case as Duty.

**Pay:** (i) Basic Pay, (ii) Special Pay, (iii) Personal Pay, (iv) Additions to Pay granted under FR 49.

**Foreign Service:** Means service in a post where the Government Servant draws his pay from a source other than the consolidated fund of the State.

**Personal Pay:** means additional pay granted to save the employees from loss-in substantiate pay or on personal grounds like family planning incentive increment.

- 1.3 The whole time of a Government Servant is at the disposal of government and he may be employed in any manner required by proper authority without claim for additional remuneration (FR. 11).
- 1.4 **Lien:** The concept of confirmation has been amended in GO Ms No. 633, G.A (Services) Department, dt. 8.11.1989. Confirmation is delinked from Availability of permanent post. Confirmation can be done against a temporary post in the initial post after satisfactory completion of probation.
- Suspension of Lien:** FR 14 (g) the lien of (i) a Government employee appointed outside the regular line from the date of relief; (ii) a Government employee who resigned/relieved from a post to join in a different post to which he is selected by direct recruitment from the date of his resignation/relief from the old post and (iii) a

Government employee who is transferred from one department to another on request or otherwise by departmental transfers from the date of his relief shall stand automatically suspended even if it is not mentioned in such orders and such Government employee shall automatically acquire provisional lien in the new department in which they join.

The lien of a Government Servant which was automatically suspended under Clause (g) under FR 14, shall automatically get terminated in the parent department on the date on which his probation is declared in the new department or on the date on which his probation is deemed to have been declared in the new department whichever is later subject to a maximum of three years.

The existing employees who are working in the departments other than parent department, have to exercise option within two months (from 19.5.2009) to continue in other services, Maximum time of six (6) months from the date is allowed to get relief from other Departments and to join parent-department (in the event they opt to get back to parent department). GO Ms. No.144, Finance Department, dt. 19.5.2009.

#### **MEDICAL CERTIFICATE:**

No person can be appointed regularly without a Medical Certificate of Health as provided under FR.1 O.

- 1.5 Government may transfer a Government Servant from one post to another. The Head of Department may allow Telegraphic Transfer of Charge (FR 17) in peculiar cases.
- 1.6 A Government Servant may be required to subscribe to a provident fund or similar funds (FR 16).
- 1.7 No Government Servant shall be granted leave of any kind for a continuous period exceeding five years. Wilful absence from duty not covered by grant of any leave will be treated as 'Diesnon' for all purposes viz., increment, leave and pension. Proper notice and consideration of explanation should precede the decision.

A Government Servant who has un-authorizedly absented from duty for a period exceeding one year should be removed from service after following procedure (GO Ms. No.8, Finance Department, dt. 8.1.2004).

- 1.8 Interruption between two or more spells of service shall be treated as automatically condoned without any formal orders of the sanctioning authority, excluding, however  
The periods of interruptions themselves (FR 18).

#### **PAY FIXATIONS**

- 2.1 Following are some of the circumstances under which pay fixation arises:
  1. First appointment to a post
  2. Revision of Scales of Pay
  3. Promotion to a post carrying higher responsibilities
  4. Reversion to a lower post



5. Appointment by transfer to a post outside the regular line.
6. Repatriation to the parent department from outside the regular line.
7. Substantive appointment to a post not carrying higher responsibilities or to a new post
8. Automatic advancement
9. Re-employment

## **2.2 GENERAL PRINCIPLES OF PAY FIXATION**

- (i) The provisions under FR 19, 22, 22-B, 23, 26 (aa), 31 and 35 deal with the principles of pay fixation.
- (ii) For purpose of pay fixation only Basic Pay is taken into consideration
- (iii) In respect of Revision of Pay Scales, the guidelines given by Government each time, lay down the principles of pay fixation. In the absence of guidelines, pay should be fixed at the same stage in the revised pay scale and if there is no stage, at a next below the stage to the pay drawn in the old scale, and the difference treated as personal pay to be absorbed in future increments.

## **2.3 FIRST APPOINTMENT**

The basic pay is fixed at the minimum of the time-scale attached to the post to which an employee is appointed. FR 22 (b).

The pay of a regular Government Servant (not appointed under emergency provisions) when appointed directly to another post, under the Government, on selection by APPSC, shall be fixed in the new post at a stage which is not lower than the pay drawn by him in the earlier post FR 22 a(iv).

## **2.4 REVISED SCALES OF PAY**

In respect of Revision of Pay Scales, the guidelines given by the Government for pay Fixation each time lay down the principle of pay fixation.

The latest revision has been made as a result of recommendations of the 9th Pay Revision in GO-Ms. No.-52, Finance PC (I) Department, dt. 25.2.2010 giving effect from 1.7.2008 with monetary benefit from 1.2.2010. Three stagnation increments can be sanctioned beyond the maximum of the scale in the above cited GO.

## **2.5 PROMOTION TO A POST CARRYING HIGHER RESPONSIBILITIES**

Where a Government Servant is promoted to a higher post, the pay is fixed under FR 22 (b). The individual is allowed option to have benefit of this fixation either from the date of increment itself or from the date on which he is entitled for the next increment in the Lower post. Option has to be exercised within one month from the date of promotion and can be revised only once within a period of one year from the date of promotion. Such pay structure is permissible in the event of promotion from ordinary scale, special grade and special promotions post scale only. In the event of promotion from special promotion, Grade II pay fixation as per FR 22 a(i) and FR 31 (2) is permissible.

FR 22(B) -The pay in the promotion post is fixed at a stage above the notional pay which is arrived by increasing-the pay in the lower post by an increment.

E.g. An employee drawing a basic pay of Rs.37, 600 w.e.f 1.4.2009 in the time scale of pay of Rs.27,000-51,760 is promoted to the next higher category of scale of Rs.31,550 -53,060 on 15.5.2009. Fix his pay on the basis of the option from date of promotion and from the date of next increment of lower post.

As per GO Ms: No. 145, Finance (FR.II) Dept., dt. 19.5.2009, if the employees does not exercise his option within one month, the DDO will fix his pay by adopting the method which may be most beneficial to the employee (from 19.5.2009).

1. If opted from the date of promotion itself:

Date	Pay scale of Lower post (Rs.27,000-51760)	Pay Scale of Higher Post (Rs.31,550-53,060)	
1.4.2009	Rs.37,600		
15.5.2009	Rs.37,600		
(Promoted)	+ 970 add one Notional Increment)	Rs.39,540	Pay fixed at next higher stage after the addition of notional increment
Total	Rs. 38, 570		
Next increment 1.5.2011 .....			Rs. 40, 510

2. If opted for promotional scale from date of next increment of lower post.

Date	Pay scale of Lower post (Rs.27,000-51760)	Pay Scale of Higher Post (Rs.31,550-53,060)	
1.4.2009	Rs.37,600		
15.5.2009 (Date of promotion)	----	Rs. 38,570	Pay fixed at just next higher stage
1.4.2010	Rs.37,600		
Date of next Increment	+ 970 Regular increment	Rs. 40,510	Pay fixed at higher stage after addition of notional increment
	+ 970 Notional		
Total	----- Rs.39,540		
1.4.2011	Next increment		Rs. 41, 550

Note: The date of fixation under FR 22(B) is the crucial date for grant of future increments in the higher post.

The pay fixation of the employees who are promoted to a higher post after enjoying 3 stagnation increments in the lower post should be done according to FR 22a (i) and not FR 22 (B). Cir. Memo No. 40304/692/A1/FR.II/2001, dt. 31.1.2002.

The pay fixation of Typists, Steno Typists when promoted from a post carrying special pay to a post not carrying special pay should be done by merging the special pay with basic pay in the lower post (GO Ms. No. 190, F&P (FW-FR.II) Dept., dt. 24.8.1998. This rule shall not apply to the future recruits who are appointed subsequent to the date of issue of the above GO.

## **2.6 REVERSION TO A LOWER POST**

Reversion may be due to 3 reasons

1. Administrative grounds
2. Penalty/Punishment - FR.28
3. Own request - FR 22 a (iii)

Pay protection is not done in any type of reversion.

## **2.7 APPOINTMENT BY TRANSFER TO A POST OUTSIDE THE REGULAR LINE AND ON REPATRIATION TO THE PARENT DEPARTMENT**

If an employee is promoted to a higher post outside the regular line, the same principles of pay fixation discussed earlier will apply.

On repatriation to the parent department, the benefits accrued outside the regular line shall end with the temporary term.

To avoid sudden drop, the pay drawn outside the regular line shall be protected treating the excess as personal pay to be merged in future rise in pay on account or grant of increments.

### **2.7.1 Stepping up of pay of a senior on par with that of his junior is allowed subject to the criteria**

(i) -Both the senior and junior have been drawing pay in an identical pay scale in the existing scales.

(ii) -Both the above should be promoted to the same category of post carrying the same scale of pay under the same mode of recruitment and from the same unit of approval in the lower category.

(iii) -Pay of the junior in the lower category should have been less than or equal to that of senior in the lower category prior to promotion of senior to higher post.

(iv) -The anomaly should have arisen directly as a result of pay fixation in the automatic advancement scheme.

## **2.8 SUBSTANTIVE APPOINTMENT TO A POST NOT CARRYING HIGHER RESPONSIBILITIES**

The employee who is appointed to another post not carrying higher responsibilities will draw as initial pay, the stage of the time scale which is equal to his substantive pay in respect of the old post. FR 22a(ii)

## **2.9 FIXATION OF PAY OF -RETRENCHED EMPLOYEES OWING TO REDUCTION OF STAFF AS A MEASURE OF ECONOMY ON THEIR ABSORPTION**

According to Rule (9) under FR 22, read with GO No. 1002, GAD, dt. 29.11.1967, GO 219, Fin. Dept., dt. 14.4.1972, the pay of those employees absorbed on an identical post or a lower post should be fixed at the minimum of the time scale of the post in which they are absorbed plus grade increments counting the length of previous service in the equivalent and higher grade, provided they have not received any pension or gratuity or if received, have returned the same either in lumpsum or in instalments as prescribed by the appointing authority. Otherwise, only the minimum of the time scale should be allowed. If the pension and gratuity already received are refunded,

Previous service before retrenchment will be counted for pension to the extent admissible. But the leave at credit shall not be allowed to carry over, to the leave account of service after absorption.

## **3.1 AUTOMATIC ADVANCEMENT SCHEME**

On completion of 8/16/24 years of service in the same post, the employees drawing pay in automatic advancement scheme when actually promoted to a higher post are not allowed the pay fixation under FR. 22 B. The pattern of pay fixation is as under FR. 22 a (i) read with FR 31 (2) in such cases. In regard to Revised pay Scales, 2008 in GO Ms. No. 93, Finance Department, dt. 3.4.2010, the scope of applicability of this scheme is limited to the employees drawing pay in the scale of Rs. 25,600 - 30,560 and below. The main features of this scheme are as under.

- 3.2 On completion of eight years of service which counts for increment, an employee shall be eligible for special grade scale which is usually a scale next above the ordinary pay scale of the post. Details in GO Ms. No. 93, (Pay Commission, Finance Dept., dt. 03.04.2010. Monetary benefit is given from 1.2.2010. Arrears for February, 2010 to be remitted to GPF.
- 3.3 On completion of 16 years of service which counts for increments and if the employee is fully qualified to be promoted to the higher post, he shall be eligible for the pay scale of next promotional post. If there is one. If there is no promotional post under the relevant service rules, the employee is eligible for the scale of pay next above the Special grade post (Special Promotion Post' Scale/special Adhoc Promotion Post Scale).
- 3.4 On completion of 24 years of service which counts for increment, an employee shall be sanctioned one increment in the existing scale that is SPP/SAPP Scale as the case may be, which is in addition to normal increment. In case of employees whose date of normal increment is different from this date of completion of 24 years of service, the date of next increment will be after completion of one year of service from the date of drawal of increment allowed on completion of 24 years of service.
- 3.5 The benefit of automatic advancement scheme will be withdrawn if the employee relinquishes his right to promotion. Similarly, persons appointed to lower post at

request are also not eligible for the Automatic Advancement Scheme (Memo No. 007/375/PRC.1/88, dt. 26.10.1988).

- 3.6 Service for considering 8 years/16 years/ 24 years to be computed from the date of pay fixation under FR 22a (i). Actual drawal of increments is not the criteria (Govt. Memo No. 38053/199/PC.11I2008, dt. 19.9.2010).

Eg. An employee drawing a basic pay of Rs. 32,350 w.e.f. 1.4.2010 in the scale of pay of 21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-48160, completed 8 years of service on 15.4.2010 -Fix his pay in the special grade post scale of 23650~650-25600-700-27100-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-49360 and indicate the next increment.

	Ordinary scale		Special Grade Post Scale
	Rs. 21820 -48160		Rs. 23650 -49360
1.4.2010	Rs.32,350		RS.32350+850
15.4.2010		=	Rs. 33,200 FR 22 a(i)
On completion of 8 years			
1.4.2011			Rs. 33,200 + 850
(Increment)		=	RS.34,050

## INCREMENTS

- 4.1 According to Rule 24, increments shall ordinarily be drawn as a matter of course unless it is withheld. Increment can be withheld if the conduct of the employee has not been good or his work was not satisfactory. Presence of orders is necessary for withholding an increment. If no orders withholding increment are received by the drawing officer, he should draw the increment by enclosing an increment certificate to the pay bill, unless it is an increment due on declaration of probation or passing of a prescribed test which can be drawn only after issue of orders declaring the satisfactory completion of the period of probation or the passing of that test.
- 4.2 Rule 26 lays down the conditions under which service counts for increment. According to this rule, service in a post including leaves counts for increment except the following periods. Further for drawl of increment, the employee should have the basic qualification for holding the post.
1. Periods of suspension treated as not duty, if suspension is for misconduct. Service preceding period of suspension also will not count for increment (Note 5 under Rule 24).
  2. Periods of EOL taken for reasons, other than illness does not count. If on MC., Causes beyond the control of employee or for prosecuting higher studies. Specific orders of the Head of the Department are necessary for counting EOL taken for the above 3 reasons for increment. Powers delegated to heads of departments for a period not exceeding 6 months.

### **Other event which do not count:**

Over stayal of leave not regularised (Ruling 2 under Rule 26(b).

Service in a lower post (Ruling 9 under Rule 26 (b

Break in service due to discharge (Ruling 9 Note 2 under Rule26)

Periods of Leave or deputation during which the employee Would not have continued in that post but for leave or deputation (Rule 26 (1)).

4.2.1 Service in a higher post and identical post count for increment.

4.2.2 Increment will be drawn from the first day of the month in which it falls due (GO 133, Finance Dept. dt.15.7.1974, GO 192, Finance Dept., dt. 1.8.1974 and Memo No.4964-A/2111/FR. 11174-1, dt. 6.10.1974.

4.3 increment falling due on the day succeeding the date of retirement through actually not drawn counts for pension.

### **4.4 INCENTIVE INCREMENT FOR FAMILY PLANNING OPERATIONS (GO MS. NO. 52, M&H, DT. 23.1.1984)**

Employees of their spouses who undergo family planning operations are eligible for one advance increment subject to the following conditions.

1 The number of living children should not be more than two {G0 377, HM & FW, dt. 25. 11.1986 from 25.11.1986}:

2 The rate of increment is the rate of next increment due after operation and this amount is treated as personal pay to be drawn at that rate throughout service as a separate entity.

3 Husband should be below 50 years of age and wife between 20 years and 45 years of age.

4 Sterilization etc., should be in Government Hospital. If operated in private hospital, the certificate should be countersigned by a Government Doctor not below the rank of Civil Asst. Surgeon within 5 days from the date of operation.

5 Increment should be allowed from 1st of the month following the date of operation.

6 Operation should be while in service.

7 If both wife and husband are employees, only one can draw the PP at their choice.

8 Personal pay should be withdrawn from the date of recanalization.

9 Personal pay is not admissible for Hysterectomy.

This increment has been stayed from the revised pay scales of 1999 and subsequent orders have ever been issued.

### **COMBINATION OF APPOINTMENTS (RULE 49)**

5.1 The State Government (powers delegated to Head of Departments for a period up to 3 months vide delegation 1. under Rule 4, read with GO 282, Fin. & Plg. (Fin. FR1), dt. 11.8.1977 may appoint a Govt. Servant as a temporary measure to officiate in two or more posts. The order should declare whether he officiates, or holds full additional charge or merely to discharge current duties of the additional post. The second post should be distinct or separate and not subordinate to the first post. Additional pay should also be sanctioned by the above authorities.

- 5.2 If appointed to officiate in a second post and to hold full additional Charge of his own post:

The highest pay to which he would be admissible, if appointment to one of the posts stood along and in addition  $\frac{1}{5}$ th of this pay or  $\frac{1}{2}$  the minimum of the scale of the 2nd post whichever is less. He may draw compensatory allowances, if any of the second post in full and if CA is attached to both the posts larger of the two.

- 5.3 If he holds full additional charges of a 2nd post in addition to his own:

Additional pay for the additional post @  $\frac{1}{5}$  of his pay or  $\frac{1}{2}$  the minimum of the additional post whichever is less. DA and other allowances permissible can be allowed on the additional pay.

- 5.4. If he discharges only current duties of second post in addition to his one:

Additional pay not exceeding  $\frac{1}{10}$ th of his pay or  $\frac{1}{4}$ th of the minimum of the 2nd post and CA of his own post.

- a) The additional pay at the above rates is admissible for the first 3 months of additional charge and at half those rates for another 3 months and thereafter, no additional pay. Heads of Departments can sanction the additional pay for the first 3 months and for the period in excess of 3 months sanction of Government is necessary (vide instruction 2 under FR 49). If the additional charge arrangement is ordered by Government, the additional pay@  $\frac{1}{5}$ th of pay for first 3 months and at  $\frac{1}{10}$ th of pay for 3 more months (total 6 months) may be sanctioned by Head of Department.
- b) Additional pay is admissible if the full additional charge is held for a period exceeding 14 working days excluding optional holidays, and casual leave, if any, and in respect of current duties one month (vide instruction 2 and ruling 8 & 9 of FR 49).

#### **PAY ADMISSIBLE IN CASE OF PUNISHMENTS**

Government or any other authority to whom such powers are delegated can Impose the punishments detailed in Rule 9 of the A.P. Civil Service (Classification, Control & Appeal) Rules in respect of the employees subordinate to them. To effect of these punishments on pay and allowances of the employees are dealt with in FR 24, 25, 29 (i), 29 (ii), 29-A, 52, 53, 54-A and 54-B.

Fundamental Rule 24 requires that the punishment of withholding of increment should specifically state about the following issues:

1. Period for which it is withheld.
2. Whether the postponement shall have the effect of postponing future increments.
3. Whether the period of stoppage will be exclusive of any interval spent on leave before the period of punishment is completed (Not applicable if the stoppage of increments is with cumulative effect).
4. Whether the stoppage will affect pension.

The effect of the order withholding increment is that the officer remains on the same pay for the period for which stoppage is ordered. If the order withholding increment does not state that it shall have effect of postponing future increments, it shall be assumed that the officers pay is restored to what it would have been had his increment not been withheld from the next natural date of increment (without cumulative effect).

An illustration how the pay is regulated during the period of punishment of stoppage of increment with and without cumulative effect is given below:

Eg. Next increment stopped for a period of one year in the scale of Rs.27,000 -51,760 while drawing a pay of Rs. 37,600/- from 1.2.2010 (order issued on 1.3.2010). The rate of next increment is Rs.970/-up to Rs. 40,510/-.

Date	Without cumulative Effect	With Cumulative Effect		Remarks
1.2.2010	37,600	37,600		Increment not released in both the cases. But in respect of cases of stoppage without cumulative effect, It is added when next increment is due whereas in regard to stoppage with cumulative effect, it is permanently lost.
1.2.2011	37,600 (Increment not released)	37,600 (Increment not released)		
		37,600 +		
	970	970		
	970			
1.2.20212	39,540*	38570**		
* Increment due on 1.2.2011 and 2012 released as increment is stopped without cumulative effect				
** Increment due on 1.2.2011 is permanently denied. Stoppage being with cumulative effect				

6.3 If the punishment is to reduce the pay to a lower stage in his time scale, the pay is regulated under FR 29(1). This order of punishment shall state:

- 1 The-period and the date for which the punishment to be effective
- 2 Whether on restoration, the period of reduction shall operate to postpone future increments.
- 3 The stage to which the pay is reduced.

This order of punishment cannot be for an unspecified period or as permanent measure.

6.4.1 The pay during and after the period of punishment will be regulated as follows:

Eg. Pay reduced by two stages from Rs.39,540 to 37,600 in the scale of Rs.27,000 - 51,760 for a period of 2 years from 1.4.2009. Date of increment is 1.3.2010



Date	Reduction shall not Operate to postpone Future increments Ruling (1) (b) (i)	Reduction shall operate to postpone future increments Ruling 1 (b) (ii)
1.3.2009	Rs.39,540	39,540 (Date of punishment)
1.4.2009	Rs.37,600 (pay reduced by two stages)	37,600
1.4.2010	Rs.37,600 (same pay)	37,600
1.4.2011	Rs. 41, 550/- (+ Increment of Rs. 970/- due on 1.3.10 and of Rs. 1040/- due on 1.3.11 added. 41, 500/-)	39,540
1.3.2012	Next increment Rs. 42590	40, 510 (on completion of the period of punishment)

- 6.5 In case of suspension pending enquiry, the employee is eligible under (FR 53) for subsistence allowance equal to leave salary on half pay, plus dearness allowance on the basis of such leave salary. Other compensatory allowances are on the basis of pay which the employee was in receipt on the date of suspension subject to furnishing of a certificate that he is not engaged in any other employment, business, profession or vocation. But in the cases of corruption, misappropriation, acceptance of illegal gratification subsistence allowance reduced by fifty percent (GO 276, dt. 4.1.2006).
- 6.6 If the period of suspension exceeds 3 months, the authority competent to increase the subsistence allowance, may increase for any period subsequent to the period of 3 months, suitably by an amount not exceeding 50% of such allowance if the suspension has been prolonged for, the reason not directly attributable to the employee; it may reduce it by 50% for the reasons directly attributable to the employee. The rate of dearness allowance will be based on' such increase or decrease in subsistence allowance. A second or subsequent review can be made at any time at the discretion of the competent authority and the subsistence allowance can be increased or reduced by 50% of the allowance originally granted based on the reasons already explained.
- 6.7 FR 54, 54 A and 54-B deal with the regulation in. case the orders of dismissal, removal, compulsory retirement and suspension are set aside and the employee is reinstated on appeal or review. In cases where the reinstatement is ordered on appeal or review, the competent authority should first decide whether the employee is fully exonerated or not of the charges which resulted in his dismissal, removal or compulsory retirement / whether the suspension is justified or unjustified. The Competent Authority should also state whether the period of absence is treated as duty or not duty. The period treated as not duly cannot be treated as leave to which the employee is entitled without the request of the employee. If the employee is fully exonerated or suspension is unjustified, the period of absence should be treated as

duty and in other case, as 'not duty'. In case where the period is treated as duty, the employee is entitled for full pay and allowances which he would have received had the punishment not been imposed. However, if the competent authority is of the opinion that the delay in reinstatement is due to the reasons directly attributable to the employee, payment of a portion of pay and allowances not less than subsistence allowance and other allowances can be ordered after giving opportunity, for representation to the employee and after considering such representation.

- 6.8 If the period of absence is treated as 'not duty', the employee is eligible for subsistence allowance. However, where the competent authority is of the opinion that the delay in reinstatement is not for the reasons directly attributable to the employee, he can order for the payment of a portion of pay and allowance not less than subsistence allowance and other allowances after giving opportunity for representation and after considering such representation.
- 6.9 Where the dismissal, removal, compulsory retirement or suspension is set aside by a Court of Law on merits of the case and the employee is reinstated without further enquiry, the period of absence should be treated as duty for all purposes and he shall be paid full pay and allowances which he would have drawn had the punishment not been imposed.
- 6.10 If the case is set aside for non-compliance of the provisions of Clause (2) of the Article 311 of the Constitution of India or the employee is not exonerated on merits, the period of absence should be treated as "not duty" and the payment of pay and allowances for the period of absence, shall be not less than subsistence allowance and other allowances.
- 6.11 Where the period of absence which is treated as "not duty" is converted as leave at the request of the employee, the amount of subsistence allowance etc., already paid should be adjusted from the leave salary and the excess, if any, should be recovered (instruction 2 under FR 54).

## **7. PAY DURING JOINING TIME (RULE 107)**

- 1 Joining time is treated as duty and the employee is entitled to pay drawn by him in the old post before handing over charge in addition DA, HRA and CCA as applicable at old station. Conveyance allowance, FTA is not admissible during joining time (Clause (a) of FR 107 as amended in GO No. 84, Finance Dept., dt. 15.4.1981)
- 2 During joining time after leave with allowances, joining time pay equal to leave salary (Clause (b) (ii) of Rule, 107).
- 3 Where transfer of charge consists of inspection of several stores or scattered works by both the officers, the period is regulated as per (Ruling (1) under FR107).

## JOINING TIME IS COMPUTED AS FOLLOWS

- (i) a) For preparation : 6 days  
b) For journeys : By rail-500 km | 1 day  
By motor vehicle  
- 150 km

Besides the above, one Sunday is permissible.

- (ii) When there is no Change of residence as a sequel for the transfer, only one day is allowed (FR 106).

## 8. FOREIGN SERVICE

While a Government Servant is in Foreign Service (FR 115), contributions towards the cost of his pension and leave salary should be collected from the foreign employer as per the scale prescribed under FR 115. If there is delay in payment of the contributions, interest at 7.3% should be collected on the contributions from the foreign employer (FR116).

Note: For the purpose of contribution for pension, Government Servants have been classified into four grades

Corresponding Government of India Classification	Pay range under the State Government in Revised Pay Scales, 2005
Group -A	(i) Post carrying a pay scale of Rs. 12,325 - 24175 and above
Group B	(ii) Post carrying a pay scale of Rs. 8815 -18805 and above but below Rs. 12,325 -24715
Group-C	(iii) Posts carrying a pay scale of Rs. 4825 - 10845 and above but below Rs. 88-15 18805
Group -D	(iv) Posts carrying a pay scale below Rs. 4,8,25 - 10,845

In G.O.Ms.No.34, Finance (FR-I) Department, dated 13.02.1968, orders amending rates of pension contribution payable during the active foreign service have been issued. The amendment came into effect from 01.04.21967. Rates of monthly contribution of pension effective from 1st July, 1982 are:

Year of Service	Rates of monthly contribution expressed as percentage in the maximum. Monthly pay of the post in the officiating I substantive grade, as the case may be held by the officer at the time of proceeding on foreign service.			
	Group 'A'	Group 'B'	Group 'C'	Group 'D'
0-1 Year	7%	6%	5%	4%
1-2 Year	7%	6%	6%	4%
2-3 Year	8%	7%	6%	5%
3-4 Year	8%	7%	7%	5%
4-5 Year	9%	8%	7%	5%
5-6 Year	10%	8%	7%	6%
6-7 Year	10%	9%	8%	6%
7-8 Year	11%	9%	8%	6%
8-9 Year	11%	10%	9%	7%
9-10 Year	12%	10%	9%	7%
10-11 Year	12%	11%	10%	7%
11-12 Year	13%	11%	10%	8%
12-13 Year	14%	12%	10%	8%
13-14 Year	14%	12%	11%	8%
14-15 Year	15%	13%	11%	9%
15-16 Year	15%	13%	12%	9%
16-17 Year	16%	14%	12%	9%
17-18 Year	16%	14%	13%	10%
18-19 Year	17%	15%	13%	10%
19-20 Year	17%	15%	13%	10%
20-21 Year	18%	16%	14%	11%
21-22 Year	19%	16%	14%	11%
22-23 Year	19%	17%	15%	11%
23-24 Year	20%	17%	16%	12%
24-25 Year	20%	17%	16%	12%
25-26 Year	21%	18%	16%	12%
26-27 Year	21%	18%	16%	13%
27-28 Year	22%	19%	17%	13%
28-29 Year	23%	19%	17%	13%
29-30 Year	23%	20%	18%	13%
Over 30 Years	23%	20%	18%	14%

**Rates of monthly contribution for leave salary:**

Percentage of pay drawn in Foreign Service, for all classes of Government Servants subject to A.P. leaves Rules, 1993.

**9. SERVICE REGISTERS**

The detailed instructions relating to maintenance of Service Registers as-per Annexure II, part III of Fundamental Rules should be followed. Every Go\lt. Servant should be shown his Service Register every year and in token, his signature obtained in the service book. A periodical to this effect should be sent to the immediate superior by the end of every September.

Service Register should contain every step in a Govt. Servant's official life, including temporary and officiating appointment, promotion of all kinds, regularisation and completion of probation, increments, transfers and leave Annual Service Verification Certificate should be recorded in April each year. The Service Register should contain all events in the career of the employee. Mention about character should not be made. They should be kept in the personal custody of the Head of the Office. .

The format of the Service Book has been-revised in GO Ms. No. 200 Fin. & Plg. Dept., dt. 10. 12. 1999 which provides for elaborate details concerning the employee and his career.

The Page No.1	:	Name &Designation of Employee
Page NO. 2 & 3	:	Index
Page NO.4 &5	:	Bio data of employee at the time of joining into service including identification particulars and his photograph.
Page No.6, 13, 53	:	Meant for continuation entries
To 57, 65 to 68, 75 to 77		
Page NO.7	:	Particulars of previous service
Page NO.8	:	Examinations/Qualifications
Page NO.9	:	List of Family Members
Page No. 10	:	Nomination to Group Insurance
Page No. 11	:	Home Town Declaration and options for FR 22(b) Pay fixations
Page No. 12	:	Service Pension Nomination
Page No. 14 to 15	:	Appointments, promotions and revisions
Page NO.16 & 17	:	Service regularisations & declaration of probations
Page No. 18 to 25	:	Incumbency particulars
Page No. 26 to 35	:	Pay, increments, fixations
Page No. 36	:	Checklist for service verifications
Page No. 41 to 50	:	Memo of leave account including availment and Sanction particulars
Page No. 51 to 52	:	EOL, Diesnon & Break in service
Page No. 58 to 60	:	Memo of AP Group Insurance Service
Page No. 60, 61 &62:		GPF and APGLI
Page No. 63 to 80:		Incentive increments, LTC availment, automatic advance increment; departmental trainings, tests passed, property particulars

In the event of loss of Service Register, necessitating rebuilding it, the Head of Office should obtain details of service from the employee, open a new one based on correlatory records and transmit to the offices where the employee had worked.

GO Ms. No. 202, Fin. & Plg. Dept., dt. 11.6.1980 and GO Ms. No. 247, Fin. & Plg..Dept., dt. 28.8.1982 permits in cases where the date of appointment is established with reference to direct independent evidence and affidavit by the employee in respect of his service duly supported by collateral evidence of contemporary employees shall be accepted.

## **GOVERNMENT LIFE INSURANCE FUND RULES**

### **Introduction:**

The main purpose of the scheme is to ensure protection for the families of deceased Government employees and to augment their resource at the time of retirement.

The policies are exempted from attachment of the Court of Law. No Government dues are deducted from the policy amount, except the amount that may be due to the Fund on account of arrears of Premia or loan etc.

### **Eligibility:**

1. In the beginning, this scheme has been extended compulsorily to all Ex Hyderabad Government employees in Superior Service in the year - 1913 viz., "Hyderabad State Life Insurance Fund" functioning at Hyderabad.
2. After formation of State of Andhra Pradesh in the year 1956, the "Hyderabad State Life Insurance Fund" was named as "Andhra Pradesh Government Life Insurance Fund" and made it compulsory to all state government employees in superior service on pensionable post recruited on or after 1st November, 1956.
3. Temporary Government Servants appointed under Rule 10 (a) (I) (1) of State & Subordinate Services shall insure their lives with the A.P. Government Life Insurance Fund after they have put in a continuous service of one year, with a minimum premium of 4% of the basic pay and in the case of Class IV employees, Rs.4/-irrespective of their salary (Rule-18).
4. The employees those who are below the age .of 20 years and above 48 years are not allowed to become subscribers to the Fund. During the period from 1.3.1983 to 22.8.1984, the age limit of 48 years shall be deemed as 45 years. Consequent on reduction of age of superannuation from 58 years to 55 years. Rule 18 (GO Ms. No. 254, Fin: & Pig. Dept., DT. 27.9.1988)
5. A re-employed pensioner and. an employee who is governed by the Factories Act shall not be accepted as subscriber to the Insurance Fund. (Rule-18 (C))

### **Rate of subscription in R.P.S. -1986:**

The subscription in accordance with the scale given shall be recovered every month from the pay of the insured as premium in lieu of which an amount of policy, shall be payable from the A.P.G.I.I. Fund on the insured completing the stipulated age or at his depth whichever is earlier (Rule-19).

- a) The subscription towards APGLI should be recovered @ 4% of the basic pay w.e.f. 1.7.1986 or from any other date which the employee comes into the R.P.S-1986 and the arrears of subscription be recovered in such instalments to as to clear by 31.3.1988 besides regular enhance subscription.(Cir.Memo.No.20109-AJ60/Pen.II/87,Fin&PIg.Dept.DT. 17.11.1987).
- b) Put in partial modification of the above orders, Government have directed on 26.11.1987 that the arrears of subscription at 4%ofbasic pay from 1.7.1986. Shall be recovered in 10 instalments commencing from the pay of December, 1987. Onwards in addition to the regular subscription per Revised Basic Pay of RPS-1986. (Cir.Memo.No. 20109-A/Pen-II/87.Fin. & Ptg.Dept.dt 26.11.1987).
- c) Again the Government issued orders on 21.12.1987 revising the earlier orders and directed that the recovery of arrears of subscription from 1.7.1986 Onwards shall be differed until further orders; Only the normal subscription at . 4% of the Basic Pay of RPS-1986 should be recovered from the salaries payable on 31.12.1987. (Cir. Memo No. 20109-1173/Pen.II/87, Fin. & Ptg. Dept. dt.21.12.1987.
- d) Further, the Government issued revised orders on 13.11.1988 stating that the subscription be continued at the old rates from the. Pay bills of January, 1988.Onwards and admitted-for-payment till further orders.
- e) This system of collecting premium at 4% has been changed to slap rates in GO Ms. No. 368, Fin. & Ptg.Dept.dt. 15.11.1994, according to which a government servant shall pay the slap rate irrespective of the cadre. He. Should be in the age group of 21 to 48 years and has completed one year of Continuous service.
- f) The Drawing & Disbursing Officer is responsible for effecting recoveries of Subscription in time. (GO Ms. No. 43, Fin. & Ptg. Dept., DT. 28.1.1989.
- g) All the eligible employees must be brought under this Scheme.
- h) If the premium is under insured, it must be increased according to the specified rate and Insurance Policy for the increased amount be obtained (GO Ms. No. 368, Fin. & Ptg. (FW.A-II) Dept. DT. 15.11.1994).

**SLAB RATES AS PER-R.P.S. 2010 (GO Ms. No. 231, Fin. & Ptg. Dept. Dt. 01.06.2010**

<b>Sl.No</b>	<b>Pay Slab</b>	<b>Monthly Premium</b>
1.	Pay up to Rs. 6700 to 8440	RS.250/-
2.	Pay from 8441 to Rs. 10900	RS.350/-
3.	Pay from Rs. 10901 to Rs. 14860	RS.450/-
4.	Pay from Rs. 14861 to Rs. 18030	RS.600/-
5.	Pay from Rs. 18031 to Rs. 25600	RS.700/-
6.	Pay from Rs.25601 and above	Rs.1000/-

## **INCREASE IN PREMIUM:**

In the case of increase in premium, the increased amount and the previous rate' of premium will be shown separately in the deduction schedules. In addition to this, a PROPOSAUDECLARATION FORM in the prescribed performs for the increased amount shall be submitted to the Regional Office of the APGLI through the DTO/PAO (Rule-20) (GO Ms. No. 369, Fin. & Pig. (FWA-IJ) Dept. DT. 15.11.1994).

The present system of issuing fresh policy or change of premium rate is discontinued and a RISE NOTE communicating the upward revision of policy amount will be issued in lieu of fresh policy value (Rule-30) .(GO Ms.No.43,Fin&Plg.Dept.dt. 28.1.1989).

## **REVISED PROCEDURE INTRODUCED AND FIRST PREMIUM THROUGH CHALLAN DISPENSED WITH**

According to GO Ms. No. 337, Fin. & Pig. Dept., DT. 3.8.1976, the first premium under APGLI should be credited to Government account through Challan and the Challan should be forwarded to the Regional Officer, APGLI along with proposal form for issue of Policy.

The above system has been dispensed with and system of automatic deduction of 1st premium through salary bills has been introduced vide GO Ms. No. 43, Fin. & Pig. Dept., d. 28.1.1989.

The revised procedure is as follows:

- 1) The Head of the Office/the Drawing & Disbursing Officer shall deduct the first premium of APGLI automatically from the salary bill of the month in which the employee become eligible for compulsory insurance (as per Rule 18 of APGLI) and obtain a DECLARATION FORM, in the prescribed preform, from the concerned employee for the 1st insurance and forward it to the Regional Office of APGLI duly certifying the 1st premium.
- 2) The names of those employees will be included in the deduction schedules of APGLI and in the column prescribed for policy number, the word NEW CASE will be written in the deduction schedule in the pay bill.
- 3) The D.T.O/P.A.O will forward the deduction schedules to the Regional Office of APGLI every month.
- 4) After the deduction of 1st premium, deduction of premium will continue every month and the NEW CASE will be written in the column provided for policy number, till the policy is issued by the Regional Office, APGLI and communicated to the D.D.O.
- 5) The Regional Officer, APGLI will issue policy after scrutinizing the particulars furnished in the declaration within 24 days and communicate the policy to the employee through the D.D.O.



## **MEDICAL EXAMINATION- DISPENSED WITH**

According to the existing provision (Rule 25), employee has to undergo medical examination to become holder of APGLI Policy.

- a) If the monthly premium exceeds Rs.50/-
- b) If the age of the employee exceeds 45 years but does not exceed 48 years.

But the Director of insurance stated that the government servant, at the time of entry into service shall have to undergo Medical examination and produce. Physical Fitness Certificate of his good health, which will indicate the strength of his good health. Thereafter, he has proposed not to insist for further Medical Certificate to avoid delay in issue of policy; The Government have accepted the proposal of the Director of Insurance and dispensed with the existing Medical Examination. Rule' 25 (GO Ms: No. 286, Fin. & Pig. Dept., DT. 3.11.1986).

## **NOMINATION:**

A subscriber can nominate any person or persons to whom the amount of policy or Policies or surrender value of policy may be paid.

In the event of more than one nominee, the subscriber has to indicate the share .amount payable to each of the nominee, provided, there should not be exclusion of wife/husband or children' of the subscriber. Otherwise, the nomination shall become null and void

The nominee shall be related by Blood or marriage or legally bound. Rule-31.

The nominee shall be related by Blood or marriage or legally bound. Rule-31.

NOTE: .Subsequent to nomination, if a subscriber is married and leaves behind .. wife/husband or children, such nomination shall be null and void.

**NOTE:** Subsequent to nomination, if a subscriber is married and leaves behind. Wife/husband or children, such nomination shall be null and void.

If the nominee dies before the insured/subscriber, he-will have option to make Another nomination. He may cancel or change nomination in any manner during his Life time

The Policy of the fund will not be assigned/mortgage/deposited alienated to any Change of any nature. Rule 34.

## **BONUS:**

(Simple reversionary bonus to the APGLI policy holders from 1.4.1987 to 31.3.1990 And from 1.4.1990 to 31.1.1993)

The Director of Insurance has permitted the Bonus from 1.4.1987 to 31.3.1990 at Rs. 80/-and from 1.4.1990 to 31.3.31993 at Rs. 100/-per Rs. 1,000/-per annum as shown:

- 1) A simple reversionary bonus of Rs. 100/-per thousand sum assured per annum shall be allowed for each full month during the period from 1.4.1990 to 31.3.1993 for the policies which were in force on 31.3.1993. However, the policies which became payable by death or maturity on or after declaration of previous valuation results (for triennium of 1.4.1987 to 31.3.1990) and before declaration of present valuation results are not allowed for the present valuation rate of Rs. 100/-and the bonus will be paid at the previous valuation rate of Rs. 80/-only i.e. 1.4.87 to 31.3.90.
- 2) In respect of policies which became payable by death or maturity on or after declaration of present valuation results shall be allowed at Rs.100/-rate per Rs. 1,000/-sum assured per annum for the policies which were in force during the period from 1.4.1993 till the date of death or maturity.
- 3) In addition to the above bonus, a terminal bonus at the rate of Rs. 5/-per Rs. 1,000/-sum assured per annum for each completed policy year (in the case of maturity) shall be allowed from commencement of policy up to the date of maturity on or after declaration of present valuation results and before declaration of next valuation results.
- 4) And a Terminal Bonus at the rate of Rs. 5/-per Rs. 1,000/-sum assured per annum (in the case of death) for each full month shall be allowed from commencement of policy up to the date of death, on or after declaration of present valuation results and before declaration of next valuation results.
- 5) These orders shall be applicable on or after the issue of these orders till next valuation results are declared. (For triennium of 1.4.87 to 31.3.90, the simple reversionary bonus is issued under GO Ms. No. 324, (FW.A-II), dt. 30.8.1993).
- 6) Further orders of simple Reversionary Bonus at Rs. 100/-per thousand sum assured per Annum and Terminal Bonus of Rs. 5/-for the period from 1.4.1990 to 31.3.1993 are issued in GO Ms. No. 285, Fin.& Pig. (FW.A-II), DT. 9.5.1996.

## **SETTLEMENT OF CLAIM IN CASE OF DEATH WHILE IN SERVICE:**

### **Rule-12**

The amount of policy/policies and the Bonus due there on till the date of death is payable to the nominee/nominees of the subscriber, in the case of death while in service. If any amount is due from the deceased towards premium or loan with interest, it will be deducted from the policy amount payable.

The death claims are settled by the Director of Insurance only. The legal heirs of the deceased subscriber have to submit the following documents to the Director of Insurance, APGLI, AP, Hyderabad

1. Refund Form NO.2 duly filled in and attested by the Head of the Office
2. Advanced Stamp Receipt
3. Original Policy/Policies
4. Copy of legal heir certificate issued by MRO duly attested by a Gazetted officer
5. Death Certificate in the Prescribed preform
6. Withdrawal certificate of major Daughters (Unmarried) and widowed daughters.

In the case of payment to minors, payment to be made to the natural guardian of the minor, if not to a legal guardian determined by civil court.

If no claim has been made on behalf of the subscriber, the amount will be paid to the legal representative of the estate as determined by the civil court.

### **PAYMENT OF INSURANCE AMOUNT ON INDEMNITY BOND**

Such claims which do not exceed Rs.15000/- should be paid by the Director, APGLI, after enquiry into the rights to be paid to the claimants on production of Indemnity Bond and in excess of the above limit or in the event of dispute the claimant should be asked to produce, a succession certificate issued by Civil Court, by having competence to pass orders.

### **CLAIMS IN THE CASE OF RETIRED EMPLOYEES -RULE-35**

The claims of retired employees are settled by the Regional Offices located at Hyderabad, Warangal, Vijayawada and Kurnool.

To claim the amount, the ceased Government servant has to submit the following documents:

- 1) The refund Form No.1 duly filled in and attested by a gazetted officer
- 2) An advance stamped receipt
- 3) Places of posting from the date of issue of policy/policies
- 4) Original policy
- 5) Copy of retirement orders duly attested by a Gazetted Officer

In case, the policy holder retires on pension before the policy/policies matured, the premium due by them may be deducted from their pension, with their consent.

### **PAYMENT OF INSURANCE AMOUNT WHEN A GOVERNMENT EMPLOYEE IS MISSING**

When a government servant is missing for last one year, the claim of APGLI, amount including bonus will be settled Subject to fulfilling the following conditions:

- a) The family must lodge a complaint with the concerned police station and obtain a report that the employee has not been traced after all efforts have been made by the police.
- b) An Indemnity Bond shall be submitted by the nominee/dependents stating that all payments will be adjusted as and when the employee appears on the scene and makes any claim (GO Ms. No. 262, Fin. & Pig. Dept., DT. 13.5.1990).

### **PAYMENT OF APGLI AMOUNT TO THOSE WHO RETIRE WHILE IN FOREIGN SERVICE**

The claims of APGLI relating to the employees who retire while in Foreign Service have to be settled by the Director Insurance only, irrespective of the place where he retires (Cir. Memo No. 1-91-08-021-B/28/FBF/Pen.11/91, Fin. & Pig. Dept.,DT. 30.11.1990).

## **LOANS FROM APGLI -RULE 45**

- 1) A Subscriber may be granted loan not exceeding 90% of either surrender value or the Present value whichever is beneficial to the subscriber Rule 45(1).
- 2) No loan shall be granted unless the Director of Insurance is satisfied that the applicant's pecuniary circumstances justify the grant of such loan (GO Ms. No. 54, Fin. Dept., Dt. 21.2.83, w.e.f. 8.2.1982) Rule 45 (2).
- 3) No loan shall be granted for a sum of less than Rs. 1,000/-(GO Ms. No. 285, Fin. & Pig. Dept., DT. 9.5.1996) Rule 45(3).
- 4) No further loan shall be granted to the subscriber, unless at least half of the loan sanctioned earlier is repaid. If the Director of Insurance feels that there is real hardship, he can relax this condition and sanction the loan applied for (GO Ms. No.54, Fin. Dept., Dt. 21.2.1983, and w.e.f 15.1.1981). Rule 45 (4).

**Sanctioning authority:** The Dy. Director in the Directorate and the Dy. Director of Regional Offices are authorised to dispose off all claims/loan cases irrespective of the amount. The Asst. Directors are authorised to dispose off loans up to Rs. 2,000/-(GO Ms No. 846, Fin. & Pig. (FWA-II) Dept., DT. 4.10.1994).

Loan shall be recovered in equal monthly instalments of not less than 12, unless the subscriber so elects or in any case not more than 48 except in the case of loans advanced for the purchase or construction of a house, the maximum number of instalments will be 60. **Rule-46.**

The first instalment towards recovery of the loan will be deducted from the salary of the month following that in which the loan is granted. Recovery shall not be made except with-the consent of the subscriber when he is on leave on half average pay without pay or under suspension and may be postponed on the written request of the subscriber. **Rule-47.**

The rate of interest to be charged on the advance to the subscriber shall be one per-cent over and above the rate of interest allowed by the government. **Rule-48.**

After the loan has been fully repaid, interest shall be recovered in one or more instalments as may be directed by the director provided the instalment of interest shall not exceed the instalment of the original loan. **Rule-49.**

If the loan sanctioned has been utilized for other than the purpose of sanction. It shall be disallowed and the outstanding balance of loan tighter with interest shall be recovered. **Rule-50.**

## **ENHANCEMENT OF PREMIUM**

The employees are permitted to contribute the premium to the extent of 20% of the Basic Pay. The contribution is excerpted from Income Tax.

## EXEMPTION ON DISABILITY

If a policy holder is permanently disable while in service he is exempted from Payment of monthly premium up to Rs. 301-per month. The disability must be the result of an accident caused by violent external means and must' be total and permanent. **Rule-51.**

### Disabilities:

- 1) Irrecoverable loss of sight of both eyes or
- 2) Amputation of the feet at or above the ankle or
- 3) Amputation of both hands at or above the wrist or
- 4) Amputation of one hand at or above the wrist and one foot at or above the ankle

The disability with full particulars have to be furnished to the authority within 90 days, with a certificate from a Medical Officer specified in this behalf in proof of such disability to the satisfaction of the prescribed authority.**Rule-51 (C).**

### BONUS AND TERMINAL BONUS-RATES (Per 1,000/-sum assured per annum)

Period	Bonus	Terminal Bonus
1951-54	10/-	
1954-57	10/-	
1957-60	16/-	
1960-63	16/-	
1963-66	17/-	
1966-69	18/-	
1969-72	20/-	
1972-75	24/-	
1975-78	28/-	
1978-81	40/-	3/-
1981-84	56/-	4/-
1984-87	66/-	4/-
1987-90	80/-	4/-
1990-93	100/-	5/-

GO Ms. No. 324, Fin. & Pig. (FWAII) Dept. DT. 30.8.1993

GO Ms. No. 285, Fin. & Pig. (FW.A-II) Dept. DT. 9.5.1996

**TABLE (A)**

**Endowment Assurance maturing at the age of 55 years**

Received table showing the sum assured under a Life Insurance Policy for a monthly premium of one rupee according to age.

<b>AGE NEXT BIRTHDAY AT ENTRY IN YERS</b>	<b>SUM ASSURED RS. /-</b>
21	459.00
22	440.80
23	422.90
24	405.20
25	387.80
26	371.80
27	356.00
28	340.70
29	325.90
30	311.30
31	295.90
32	200.50
33	265.90
34	251.60
35	237.50
36	223.30
37	210.10
38	197.10
39	183.50
40	171.20
41	158.50
42	145.20
43	134.40
44	122.80
45	111.10

**TABLE (B)**

**Endowment Assurance maturing at the age of 58 years (with Profits)**

Table showing the sum assured under a Life Insurance Policy for a monthly premium of one rupee according to age.

<b>AGE NEXT BIRTHDAY AT ENTRY IN YERS</b>	<b>SUM ASSURED RS. /-</b>
21	504.00
22	485.80
23	467.90
24	450.20
25	432.80
26	415.70
27	398.90
28	382.30
29	366.10
30	350.10
31	334.40
32	319.10
33	304.00
34	289.20
35	274.80
36	260.60
37	246.80
38	233.20
39	219.90
40	207.80
41	194.20
42	181.10
43	169.50
44	157.50
45	145.70
46	134.00
47	122.50
48	111.10

GO Ms. No.-225, Fin & Plg.Dept.DT. 3.9.1981 w.e.f. 1.4.1980

## **ISSUE OF POLICIES:**

From and after 4.8.1964, there is only one kind of Insurance namely Endowment Insurance

- I) The Endowment Assurance Policies shall mature on the Government .Servant attaining the age of (58) years, under which the coverage of risk commences in between 1.4.1980 and 28.2.1983 and from 23.08.1984 onwards. Rule-6 (GO Ms. No. 254, Fin. & Pig. Dept., DT. 27.9.1988).
- II) The Endowment Assurance Policies shall mature on the Government servant attaining the age of (55) years under which the coverage of risk commences in between 1.3.1983 and 22.8.1984. Rule -6 (GO Ms. No. 254, Fin. & Pig. Dept., dt. 27.9.1988).

## **POWERS TO GOVERNMENT AND DEPARTMENT**

The Director of Insurance, AP, Hyderabad shall publish an Annual Statement of Accounts and an actual (expert authority) Reports of the Assets & Liabilities of the Fund for every 3 years (i.e. surplus amount in the Fund) for the purpose of declaration of simple Reversionary Bonus to the Policy holders. **Rule-8.**

The Government in the Finance Department shall have powers for conduct of this business and to issue instructions-to the Director of Insurance, AP, Hyderabad. Rule-9.- (GO Ms. NO.1 09, Fin. & Pig (Pen. Code) Dept., DT. 30.7.1974)

Any subscriber who is aggrieved in connection with insurance, he may appeal to Government in Finance Department and the decision of Government in the matter shall be final. Rule-10. (GO Ms. No. 113, (Fin. Pen. IV) Dept., DT. 17.4.1974.

The amount of the Fund shall be deposited in the Public Account of the AP Government which shall pay interest annually to the Fund at a rate fixed by the Government from time to time. Rule-11 {GO Ms. No. 11~, (Fin. Pen.IV) Dept., Dt. 17.4.1974).

The Accounts of the director of insurance shall be audited by the AG, AP, and Hyderabad. The Director of insurance shall submit the report of progress of the Department to the government during the previous year, **Rule-12.**

In case the beneficiary is a minor, the payment of insurance shall be made to his natural guardian, and where there is no natural guardian to a guardian of the property of the minor appointed by a civil court. **Rule-14 (GO Ms No.109, Fin & pen .Code) dept. dt. 30.7.1974.**

No Suit or action shall lie against the Director of insurance or any other officer of the Government in respect of any act done or declaration made bonafide by him under these rules.**Rule-17.**



## CALCULATION OF INTEREST

Balance as on 31/03/2004 is Rs.30, 000.00

Subscription is@ Rs.400/-per month and withdrawal is Rs.8, 000/-in the month of October 2004 to be recovered in 20 monthly instalments, the interest will be:-

	Subscription	Recovery	Advance	Amount Rs.
31/03/2004 , 3/2004 paid in	--	--	--	30,000/-
April 4/2004	400	--	--	30,400/-
May 5/2004	400	--	--	30,800/-
June 6/2004	400	--	--	31,200/-
July 7/2004	400	--	--	31,600/-
August 8/2004	400	--	--	32,000/-
Sept 9/2004	400	--	--	32,400/-
Oct 10/2004	400	--	(-)8,000/-	24,800/-
Nov 11/2004	400	400	--	25,600/-
Dec 12/2004	400	400	--	26,400/- , 2,65,200/-
Jan 01/2005	400	400	--	27,200/-
Feb 02/2005	400	400	--	28,000/-
March 3/2005	400	400	--	28,800/-, 3,49,200/-

$3, 49,200 \times \frac{1}{12} \times \frac{8}{100} = 2,328-00$  interest.

Total amount =28,800 + 2,328 =31,128

### **Sanction of Temporary withdrawal (Loan to be repaid in instalments) Rule 14**

#### **A. Condition to be fulfilled :-**

1. Normally the advance should not exceed three months' pay or half of the balance at his credit, whichever is less -14(1).
2. Sanctioning authority should satisfy himself about the pecuniary circumstances of the applicant before a loan is sanctioned -14(1)(a).
3. Temporary advance shall not be granted in excess of three months' pay or half of the balance except for special reasons to be recorded in writing.
4. Application to be used:-Appendix I" Form 1 & 2.

#### **B. Purpose for which Temporary advance may be sanctioned**

- I) To pay Expenses in connection with prolonged illness-14(I)(a)(I).

- II) To pay for overseas passage for reasons of health or education  
14(I)(a)(II)
- III) To Meet cost of higher education beyond high school stage;
  - a) Outside India for Academic, technical, Professional or Vocational courses- 14(i)(a)(ii)(a).
- IV) To Pay Obligatory expenses in connection with marriage or either ceremonies-14(i)(a)(iii)
- V) To meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in discharge of his official duties-14(i)(a)(v).
- VI) To meet the cost of his defence where the subscriber is prosecuted by the Government or the-subscriber engages a legal practitioner to defend himself in any enquiry in respect of any alleged officer misconduct on his part -14(i)(a)(v).
- VII) To meet the cost of building or acquiring a suitable house including the cost of the site. -14(i)(a)(vi)

OR

Repairs outstanding amount of .....taken for this purpose

OR

For reconstructions, additions or deletions to the house.

- viii) To meet the cost of purchasing a house site OR repaying Outstanding amount of loan taken for the purpose. -14(I) (a) (vii)
- ix) To meet cost of constructing a-house on the site purchased, Utilizing the amount of G.P.F. -14(I) (a) (viii)
- x) To meet the cost of acquiring a farm land OR business premises Within 6 months of date of retirement. -14(I) (a) (xi)
- xi) To meet the cost of purchasing a motor car -14(i) (a) (x)
- xii) To pay the LIC premium or loan amount from the LIC of India .14 (i) (a)

### **C. Consolidation of Advances**

Balance of previous advances shall be added to the advance so sanctioned and instalments shall be fixed. -14(3)

### **D. Recovery of Advances**

- I. -Not less than 12 instalments and not more than 24, i.e. in normal sanctions.
- II. -In special cases, Le., more than 3 months' pay or half the balance, more than 24 but more than 36. -15(I)
- III. -Recovery of advance may be postponed by the sanctioning authority on the request of the subscriber while he/she is in receipt of subsistence grant or is in on leave without leave salary or leave salary equal to or less than half pay. -15(2)

## PART FINAL WITHDRAWALS

Purposes	Limitations
a) For education, betrothal/marriage/illness	20 Years of service or within 10 years before the date of the superannuation whichever is earlier
<p>b)</p> <p>For House building purposes (For purchase of a house site, construction of house/ready built house/at whichever place he chooses</p> <p>Even if a subscriber Owns a house in a place other than his place of duty which is nit constructed from house building advance from part final withdrawal from GPF.</p> <p>OR</p> <p>Even if he had an ancestral house in the place of his duty which is not fit for residence</p>	15 Years' Service within 10 before the date of superannuation whichever is earlier

The Detailed provisions are as follows:

Purpose	Conditions	Rule
<p>1. To meet the cost of higher education including where necessary travel expenses of the subscriber or any child of the subscriber beyond high school stage.</p> <p>D) Outside India academic, technical, professional or vocational courses</p>	<p>a) 3 moths pay or half the balance whichever is less</p> <p>b) Sanctioning authority may relax the limit up to 10 months' pay.</p> <p>c) Not more than 2 withdrawals in a financial year.</p> <p>d) 6 Months gap between the 1<sup>st</sup> and 2<sup>nd</sup> withdrawal.</p> <p>e) Only one part final withdrawal for the same purposes</p> <p>f) Education of different sons/daughters will not be treated as same purpose.</p>	15-A(i)(a) and 15s(B)

<p>2. Betrothal/Marriage of the subscriber or his sons/daughters and any female relation actually dependant on him.</p>	<p>a) For daughter and female relations:  i) 6 months' pay or half the balance whichever is less  ii) Sanctioning authority may relax up to 10 months' pay subject to half the balance.</p> <p>b) For Dependant Son:  I) 3 months' pay or half the balance whichever is less.  II) Relaxations up to 6 months' pay or half the balance whichever is less.</p>	<p>15A(i) (b)</p> <p>15D(i)</p> <p>15D(i)</p> <p>15D(ii)</p>
<p>3. To meet expenses in connection with the illness including where necessary travel expenses of the subscriber and members of his family or any other persons actually dependant on him.</p>	<ol style="list-style-type: none"> <li>1. 6 Months pay or half the balance whichever is less.</li> <li>2. Relaxation is up to <math>\frac{3}{4}</math> balances.</li> <li>3. Only one part-final withdrawal for the same purposes.</li> <li>4. Illness of different persons on different occasions will not be treated as the same purpose.</li> <li>5. Temporary advance and part final withdrawal for the same purpose should be not sanctioned.</li> </ol>	<p>15A(i)C &amp; 15C</p>
<p>4. To build or acquire a suitable house for his residence including the cost of the site or repaying any outstanding amount of loan expressly taken for this purpose or reconstruction or making additions or alterations to a house already owned or acquired by a subscriber.</p>	<ol style="list-style-type: none"> <li>1. <math>\frac{3}{4}</math> balance or actual cost loan to be paid whichever is less. Provided in case the subscriber has availed himself HBA from the grant of loans to Government Servants or any assistance. Given by any other Government. the part final withdrawal shall not exceed the maximum limit of HBA prescribed for that category of employees from time to time (G.O.Ms.No.264 Fin &amp; Ping. 01.17/06/1994)</li> <li>2. In the case of husband and wife who are both subscribers to GPF both of them may withdraw from the fund for building one house.</li> <li>3. Part-final withdrawal for alterations or making additions shall not exceed half of the maximum limit prescribed for the purpose of HBA rules from time to time for that category</li> </ol>	

	<p>of employees. (G.O.Ms.No.264 Fin &amp; Ping. 01.17/06/1994)</p> <p>4. Withdrawal under this Rule shall also be allowed where the house site or house is in the name of the wife or husband provided she or he is the first nominee to receive provident fund money in the nomination made by the subscriber.</p> <p>5. The construction should be commenced within six months from the date of withdrawal and should be completed within one year from the date of Commencement of construction.</p>	
5. For Purchasing a house site or repaying any outstanding amount of loan expressly taken for this purpose	<p>1. <math>\frac{1}{4}</math> of the credit on the actual cost whichever is less.</p> <p>2. The house site shall be purchased within period of one month from the date of withdrawal of the amount.</p>	15A(2) (b) and 15-F
6. To contract a house on the site purchased utilising the amount withdrawn from GPF.	$\frac{1}{3}^{\text{rd}}$ of the balance standing to the credit or the actual cost whichever cost whichever is less.	15A(2) (cc) and 15-G
7. To acquire farm land or business premises within 6 months from the date of retirement.	6 months' pay or $\frac{1}{2}$ the balance whichever is less.	15-H
8. To purchase a motor car or repaying a government loan taken for the purpose.	Rs.12, 000/- or $\frac{1}{4}^{\text{th}}$ of the balance or actual price whichever less. Only one withdrawal is allowed. One should have completed 28 years of service or 3 years left for retirement whichever is earlier.	15-I

Application for sanction is to be submitted in appendix "O" of GPF Rules. No Separate proceedings sanctioning the withdrawal need be issued. Sanction is to be accorded in the space earmarked in Appendix "O" quoting the rule under which sanction is given.

A subscriber who has already drawn a temporary advance may convert at his discretion, balance outstanding into part final withdrawal provided he satisfied the conditions prescribed for the grant of part final withdrawal (Rule 150J).

## **SANCTIONING AUTHORITY -5th SCHEDULE (Rule 14)**

Authorities Competent to grant Temporary Advance/Part-Final Withdrawals  
(G.O.Ms.No.42, Fin. (Pen.II) Dept., dt.29-01-2003)

i.	a) In the case of all non-gazetted employees (including last grade employees) b) In case the Drawing' Officer is a Non Gazetted Officer c) If there are other Gazetted Officers in the same Office (besides the Drawing Officers)	The Drawing Officer is empowered provided he is a Gazetted Officer.  The next superior Gazetted Office shall be authorised to all the employees including Non-Gazetted Head of the Offices.  Head of the Office is empowered, to the Drawing Officer and other Gazetted Officers.
ii.	a) In the case of all Non-Gazetted employees (including last grade employees (working the Directorates/ Heads of Departments b) In the case of all gazetted Officers in the Directorate.	The Drawing Officer of such Directorate.  The Head of the Department.
iii.	In the case of the Heads of Departments	The Secretary to Government in the concerned Administrative Dept.
iv.	In the case of Asst. Secretary and above working in Secretariat.	The Secretary to. Government in each Department is empowered.

### **FINAL WITHDRAWALS**

1. G.O.Ms.No.216 F & P (FW.Pen II). Dated 4-6-1985
2. Govt. Circular Memo No.018436/905/Pen.II/86, dt.31-12-1988:
3. G.O.Ms.N.q.1, F & P (FW.Pen.II), dated 3-1-1989.
4. G.O.Ms.No.261, F & P (FW.Pen.II), dated 28-8-1989.

The amount at the credit of the subscriber shall become payable when he retires/quit service provided.

If dismissed, removed or compulsorily retired

- a) He shall not be paid if an appeal is preferred until it is disposed.
- b) Where no appeal is preferred, until the time allowed for preferring the appeal is over;

c) However, if the individual certifies that he will not prefer an appeal, final withdrawal is permitted.

ii) The subscription towards the fund may compulsorily be discontinued during the last 4 months of service.

iii) Application for final payment in the revised form appended to this note should be submit

by the Government servant 4 months in advance of his retirement.

Recoveries towards refund of temporary advances taken from the fund should not be Effected during the last four months of service.

v) No temporary advance /of service

vi) However in exceptional circumstances which should be rare part-final withdrawals may be sanctioned. In such cases sanction order should be communicated to the AG and his acknowledged receipt and noting the same in the GPF ledger card of the Government servant concerned should be obtained by the Drawing Officer.

vii) For the purpose of social security-cum-provident fund boosters scheme a' subscribed would continue to be treated as subscriber till his retirement even though recovery of subscriptions is discontinued for the last 4 months, of his service so that in the event of his unfortunate death during the above period the person entitled to receive the amount standing to the credit of the subscriber could be paid the additional amount envisaged in rule 30-A of GPF rules.

viii) A statement of deductions made in the preform appended giving full particulars of deductions effected from the pay bills towards GPF during the last 12 months preceding the date of retirement shall be furnished to the AG so that the AG may be able to post these credits in the account in advance and authorize full payment of GPF balance at credit including the subscription's subsequent to the last financial year preceding the date of retirement' also may be able to post these credits in the account of the subscriber in advance and authorize full payment of GPF balance at credit including the subscriptions subsequent to the last financial year preceding the date of retirement also, in one instalment instead of in two instalments as hitherto.

ix) Interest on the balance is payable up to the end of the month preceding the month in which final payment is made.

### **SOCIAL SECURITY-CUM-PROVIDENT FUND BOOSTER SCHEME,**

1. This scheme was introduced with effect from 1-8-1976 with a view to providing extra social security to the families of the subscribers and an incentive to save more.

2. On the death of subscriber in service, the person(s) eligible to receive the provident fund balance will be sanctioned an additional amount equal to the average balance in the account of the deceased government servant in the fund during the three years immediately preceding the death of the employee subject to the following conditions

In Rule 30-A Amended in G.O.Ms.No.42, Fin.(Pen. II) Dept., dated 1-2002. The employee has put in at least 5 years' service at the time of death.

3. The Accountant General will authorize the payment of additional benefit provided in the scheme to the person(s) entitled to receive the PF money at the time of making final payment of the fund balance, without any further sanction.

4. The period of three years for calculation of benefit may be computed backwards from the month proceeding the months in which death occurs.

5. The interest credited to the account of subscriber should be taken into account to check that the minimum prescribed Fund balance has been maintained. The average balance' for purposes of the additional benefits should also include the amount of interest up to the month preceding the month in which death occurs.

6. The post which a Government servant was holding at the time of death should be taken for the purpose of minimum balances in his account. Details of posts held in the last three years preceding the death of the subscriber in case he has been promoted from last grade service to Non-Gazetted service or from Non-Gazetted service to Gazetted service during the last three years preceding the death should be furnished with the application.

7. In case subscriber intends to give lump sum credits may be accepted and they may be credited to the fund accounts on the subscribers so as to maintain the minimum balance to become eligible for the benefits of the Scheme.

#### **EXCESS DRAWAL OVER THE FUND BALANCE**

In case a subscriber is found to have drawn advance part/final withdrawal in excess of the amount standing to his credit on the date of drawal, the overdrawn amount shall be recovered with interest of the rate of 2%% over and above the normal rate of interest. In default, it shall be recovered in one lump sum from the emoluments of the subscriber. If the total amount to be recovered is more than half of the subscriber's emoluments, recovery shall be made in instalments of societies (half) of his emoluments till the entire amount together with interest is recovered.

### **EMPLOYER GROUP INSURANCE SCHEME-1984**

(Introduced vide G.O. MS.293 (FIN &WING-Accts-ii) DPET, DETED 8-10-1984) (Ref. G.O.Ms.no.307, Fin & plg.(F.W.Pen-ii) Dept., dated 9-11-1974 for FBF)

#### **1. Title And Date Of Effect**

This scheme shall be called be as A.P employee Group- insurance – Scheme 1984

The scheme shall come into force from 1-11-1984

The existing Scheme of family benefit fund will case on 31-10-1984.The accumulated amount under. Family Benefit Scheme as on 31-10:1984 together with interest shall be payable to the employees at the time of their retirement or death whichever is earlier.



## 2. Objective

The scheme is intended to provide benefits of an insurance cover to the families of AP. State Government employees, employees of Panchayat Raj institutions, Municipalities and Work charged employees with 10 years of service or more, on the event of their death while in service and to have additional resource on retirement.

## 3. Application.

The scheme made compulsory to AP. State Government employees, employees of Panchayat Raj Institutions, Municipalities and work charged employees with 10 years of service or more who have become Government-employees and the scheme may be extended to other categories of employees from time to time if the Government so decide.

## 4. Membership: (Enrolment)

The membership of the scheme shall be compulsory to those employees:

- (1) who are in service as on 1-11-1984, and
- (2) Who join service on or after 15th November 1984, and found medically fit for service;
- (3) Employees who enter service in the month other than November shall be enrolled as members of the scheme on the next anniversary of the scheme;
- (4) the Head of the office shall inform the employee the date of his enrolment and subscription to be deducted from his salary in Form No.(1).
- (5) the employees of. The scheme shall be grouped into four categories, I.e. ,A, B,C&D

In Revised Pay Scales -1986

	<b>DESCRIPTION POST</b>	<b>CLASSIFICATION OF GROUP</b>
1	Employees drawing pay in a Scale of pay the maximum of which is Rs.3,500/-and above	GROUP-A
2	Employees drawing pay in a Scale of pay the maximum of which is Rs.2,440/-and above but below Rs.3,500.	GROUP-B
3	Employees drawing pay in a Scale of pay the maximum of which is Rs.1,625/-and above but below Rs.2,440.	GROUP-C
4	Employees drawing pay in a Scale of pay the maximum of which is Rs. 1,625/-and below.	GROUP-D

The table has been revised in G.O.Ms.No.172, F & P, dt.8-10-1992.

## 5. Rate of Subscription for Membership

The rate of subscription for the scheme shall be in Units of RS.10/-per month.

RS.10/-P.M.

Thus Group "0" employees shall subscribe one Unit

" employees shall subscribe two Units RS.20/-P.M.

Group "B" employees shall subscribe three Units -RS.30/-P.M.

Group "A" employees shall subscribe four Units Rs40/-P.M.

In the event of regular promotion/appointment of an employee, if the group of subscription is changed from one group to another group, it shall be raised from the next anniversary of the scheme. Till such date he shall continue the same amount for which he was eligible before promotion/ appointment. In such case, the Head of the Office-concerned shall inform the subscriber the amount to be deducted from his salary in the revised rate, in Form No.(2).

Example:-If the scheme comes into force w.e.f. 1-11-1984, a group '0' employee promoted/appointed on regular basis to group 'c' in May 1985 shall continue at the rate of RS.10/-P.M. up to October 1985 and he is eligible for Insurance cover of Rs.10,000/-only in addition to the savings fund appropriate to his subscription, From November 1985, his subscription will be raised to RS.20/-P.M. and his Insurance cover will become Rs.20,000/-in addition to insurance cover of Rs.20,000/- addition to the Savings Fund

## **6. Premium and Insurance cover for member**

When an employee entering service in a month other than November, i.e., after 30<sup>th</sup> November, he shall pay a subscription of Rs.3/- P.M. as premium for the benefit of Insurance cover of Rs.10,000/- applicable to the group from the date of joining Government service to the date of his becoming member of the scheme on the next anniversary of the scheme i.e., 1<sup>st</sup> November.

Example:- If the scheme comes into force with effect from 1-11-1984 and a group D employee enters in service on any day of May 1985, he shall pay a subscription of Rs.3/- P.M. as premium for an insurance cover of Rs.10,000/- for a period of 6 months i.e., until Oct-1985 and from Nov-1985, his subscription shall be raised to Rs.10/- P.M and he shall become eligible for the benefit of savings fund in addition to insurance cover of Rs.10,000/-

Similarly, a Group C employee will pay a subscription of Rs.6/- P.M as premium for insurance cover of Rs.20,000/- and his subscription will be raised to Rs.20/- P.M from the next anniversary of the scheme and he shall become eligible for the benefit of savings fund in add

## **7. Insurance Fund and Insurance Cover for Member**

In order to provide Insurance cover a portion of-subscription shall be credited to the insurance Fund to be held in the "Public Account of A.P. Government", the amount of which will be Rs.10,000/-for each unit and it will be paid to the families of the deceased employees while in service.

The balance of Insurance Fund shall be credited/credited with the amount of interest on the "Post Office Savings Bank Deposits" at the rate of 5~% per annum.

## 8. Savings Fund

The balance of the subscription shall be credited to the Savings Fund which will be held by n A.P. Govt. Public Accounts". The total accumulation of Savings Fund together with interest will be payable to the members on his' retirement on superannuation or cessation of his employment or the families of the decease9 employee on his death while-in service.

For every U1:Jit of RS.1 0/-contributed by the employee an amount of RS.3.125 shall be credited to the Insurance and the Balance of RS.6.875 shall be credited to .the Savings Funds.

(As per G.O.Ms.No.312, F & P (FW. Accts. ii) Dept . dated 6-11-1984)

8.2 The benefit admissible from the Savings Fund shall be, as determined by the Government from time to time as per the table furnished at the rate of 10% compound interest. If the rate of interest changes or the cost of Insurance changes, the benefit of Savings fund will also change correspondingly.

8.3 In the case of death of a member, the payment of the amount of Insurance will be in addition to the payment of Savings Fund.

8.4 . The rate of Interest shall be allowed @ 10% P.A compounded quarterly, on

. the balances in the Savings Fund for a block period of 5 years commencing from the date of the scheme comes into force

### **REVISED RATES OF SUBSCRIPTION UNDER REVISED SCALES OF PAY-2005 {G.O.Ms.No.255, Fin & PIg (FW Admn.II) Dept., dt.22-06-2010)**

#### **Fill up as per revised pay Scales-2015/2020**

As per Revised Scale of Pay 2010 the employees shall be grouped in the following four categories:

sl. no	Description of post	Classification of Group	Unit of subscription	Rate of subscription
1	Employees drawing pay in a Scale of Pay, the maximum of which is RS.18030 to 55660	A	8 Units	RS.120/-
2	Employees drawing pay in a Scale of Pay, the maximum of which is Rs.11,860 and above, but below RsA2,590/-	B	8 Units	RS.60/-
3	Employees drawing pay in a Scale of Pay, the maximum of which is Rs.8440 and above, but below Rs.33,200/-	C	8 Units	RS.30/-
4	Employees drawing pay in a Scale of Pay, the maximum of which is Rs.6700/-to 23650/-	D	8 Units	RS.15/-

Each unit of subscription is revised to Rs.15/-from Rs. 10/-. The amount of Insurance Cover will be Rs.15,000/-for each unit of RS.15/-instead. Of Rs.10,000/-. The Insurance cover shall be applicable only in such cases when revised rate of subscription is deducted. {G.O.ms.No.367, Fin & Pig (FW Admn.II) Dept., dated 15-' 11-1994).

The revised subscription as per revised groups shall be recovered compulsorily from the salary of November 1994, paid on 1-12-1994.

For every unit of Rs.15/-, an amount of RsA-50 shall be credited to the Insurance cover and the balance of RS.10-50 shall be credited to the Savings Fund with effect from 1-11-1994.

The of interest shall be 8% P.A. compounded quarterly with effect from 1-11-1994

### **9. Recovery of Subscription**

The subscription of number shall fall due, commencing from the normal working hours on the first of the that month

The subscription of a premium for the insurance cover shall be recovered from the date of joining service of the date of membership of the scheme and subsequently commencing from the normal working hours on the first every month

The subscription for a month shall be recovered from the salary of the employee, irrespective of the date of payment for that month including 'the month in which the employee ceases to 'be in employment due to retirement death: resignation or removal from service etc.

The D.D.O shall recover the subscription from the employee irrespective of their being on duty, leave or suspension.

### **INTEREST**

No' interest shall-b-e levied on arrears of subscription due to delayed payment of-salary. For the period of Extraordinary Leave the arrears of his subscription shall be recovered with Interest admissible under the scheme (interest 10% P.A.), in not more that :3 instalments from the salary, from the month following the month in which he resumes duty after leave. If employee dies while' on Extraordinary Leave, the subscription due from him shall be recovered with interest admissible under the scheme from the payments to his family under the scheme.,

### **EMPLOYEE ON DEPUTATION I FOREIGN SERVICE**

If an employee proceeds on deputation or on foreign service, the Borrowing Authority / Foreign employer shall recover the subscription and credit the same to the concerned authority. If the subscription falls due, the arrears of the same shall be recovered with interest admissible in not more than 3 instalments (G.O.Ms.No.323, Fin. & Pig (Fin.Wing Accts-II) Dept., dated 12-11-1994) (Para 3.2 of a/c procedure).

Head of the Department is responsible to watch the receipt of Subscriptions regularly and their credit to Govt. Account by maintaining a separate Register in respect of those on Foreign Service. [(Para-3.2 Note (2))

The Head of the Department shall send the demand draft without delay to the Bank/Treasury for realisation and credit to Govt. Account (Under the head related) with a challan together with schedules in duplicate, so that one can be retained by Bank/Treasury and the other may be returned to the remitter with original challan (G.O.Ms.No.334 Fin. & Pig, dt.29-11-1984 -Para-3.3)

In respect of Tahsildar and Revenue Staff on deputation, the District Collector should watch the recoveries (Govt. memo. No.11267/132/accounts 11/85-1, dt.3-12-1985 -para-3.4)

### **ENTRIES IN SERVICE BOOK**

At the time of commencement of Subscription to the Scheme, i.e., Insurance Fund and Savings Fund a suitable entry shall be recorded in the Service Book of each employee, the Group to which he belongs, the rate of subscription and the month of commencement of subscription-and whenever there is a change in the Group and Rate of Subscription on account of promotion etc., necessary entry likewise shall also be recorded in the Service Book "that the subscriptions at the appropriate rates have been recovered for the period from April to March and the entries shall be attested by the D.D.O. Para-3.4.

#### **10. Payments from Insurance Fund I Savings Fund**

If an employee retires on superannuation or otherwise ceases to be in service, the Head of the Office shall issue a sanction for the payment of accumulation in Savings Fund after obtaining a simple application in Form No.(3).

#### **The amount payable to the subscriber in the cease of Retirement, Resignation Etc., shall**

- (a) The amount due to him out of Savings Fund for the entire period of membership at lowest group and
- (b) The amount / amounts due to him for additional Units which was raised due to Promotion / appointment to higher Group for the period from which the rate of subscription was so raised to the date of his retirement or cessation-of membership.

#### **Savings Fund together with interest has to be calculated-basing on TABLE-I, II**

#### **& III communicated by the Government every year.**

Example:-Group 'D' employee acquires membership in Group 'C' and 'B' after 10 and 20 years of service respectively and retires after 30 years of-membership.

- (a) Savings Fund @ RS.10/-P.M. for 30 years
- (b) Additional Savings Fund @ Rs:10/-P.M. for 20 years (Rs.20 -Rs.10)
- (c) Additional Savings Fund @ RS.20/-P.M. for 20 years (Rs.40 -Rs.20)

If an amount dies while in service, the Head of Office shall address the nominee/heirs of subscriber in Form No.(4), to submit an application in Form No.(5) to issue a sanction for payment of Insurance Fund and accumulation in the Savings Fund.

The amount payable to the nominee/heirs of the member who dies while in service shall be

- (a) The amount of the appropriate insurance to which he was entitled at the time of death
- (b) The amount due to him out of the saving fund for the entire period of his membership in lowest Group; and

(C) the amount / amount due to him additional Units by which his subscription was raised due to appointment / promotion to higher groups for the period from which the rate of subscription was raised to the death of his death

Example:-If a Group "D" employee' acquires membership in Group "e" and Group "B" after 5 years and 15 years of Service respectively and dies while in service after 30 years.

The nominee/nominees shall be paid the sum of the-following amounts:

- (1) The amount of insurance of Rs.40,000/-due on monthly subscription of Rs.40/-P.M.
- (2) --The-amount due from Savings Fund on a 'monthly subscription of Rs.10/-for 30 years.
- (3) , The amount due from the Savings Fund on a monthly subscription of RS.10/-for25 years.
- (4) The amount due from the-Savings Fund on a monthly subscription of RS.20/-(Rs.40 - 20) for 15 years. '

## WITHDRAWALS

11. Withdrawals of the amount from insurance Fund/Savings Fund will not be permissible for any member or beneficiary of the Scheme except in the case of Death or on the cessation of employment on account of resignation or retirement etc.

12. No loans or Advances shall-be paid from the Insurance Fund/Savings Fund.

13. Utilization: The accumulations in the Insurance Fund or Savings Fund shall be at the disposal of the State Government. Those accumulations may be utilised for "ownership housing scheme and other schemes for the benefit of . members of the Scheme".

14. The scheme shall be notified by displaying a copy on the notice board or in The prominent place where the employees are working. Few copies may be supplied to the unions/Associations.

15. . The Head of the Office shall furnish a statement to 0.0.0. by 10th of month/every month indicating the name', the Group, date of birth of ever . employee who is in service on the date of commencement of he scheme and on the date of appointment of the persons. .

There is no change in the Insurance cover i.e., the amount of Insurance cover will be Rs.15,000/-for each Unit or RS.15/-Subscription per month.

16. . Payments in the case of employees whose whereabouts are not known

(a) Insurance Cover: The amount of Insurance cover is payable to the nominees or heirs of the missing person, after expiry of a period of 7 years following the month of disappearance of the employee, provided the claimants produces a proper and indisputable proof of death or a decree of Court that the employee should be presumed to be dead.

(b) Savings Fund:-The accumulations in, the Savings Funds to the nominee or legal heir after lapse of a period of one year following the month of disappearance subject to fulfilment of the-following conditions:

- (i) The family must lodge a report with the concerned Police Station and obtain a report that the employee has not been traced, after all efforts had been made by the Police.
- (ii) An Indemnity Bond should be taken from the nominees/dependents of the employee that all payments shall be adjusted against the payment due to the employee in case he/she appears on' the scene and make any claim.
- (iii) Recovery of Subscription: (G.O.Ms.No.111, Fin. & Pig. (FW.Accts.II)

Dept., dated 22-4-1988)

a) For a period of 1 year following the month of disappearance	Full subscription at the rate applicable on the date of disappearance together with interest at the rate applicable to Savings Fund	To be recovered from the Savings Fund amount payable after 1 year.
b) For a further period of 6 years (or) till the month in which insurance cover is paid whichever is later	Premium for insurance cover at Rs.3/- p.m / Rs.4.50 p.m for every Rs.10,000/- Rs.15,000/- respectively along with interest	To be recovered from the insurance cover payable after 7 years.

#### 17. Entries to be made in the service register

A few pages may be set apart or additional papers may be pasted securely in the service book for making entries regarding the scheme .as and when an employee is enrolled , entries regarding the following are to be recorded

- (a) Group to which enrolled
- (b) Rate of subscription
- (c) Month of commencement
- (d) Nomination made by the employee nomination duly countersigned by  
The Head of the office may be pasted in the service book while making an entry of the nomination in the body of the service Register

(e)' .A Certificate should be recorded at the close of March every year . Indicating that the subscription' at the' appropriate rate has been 'recovered from the employee from 15t April to 31 5t March of previous year; also indicating the change of Group, if any.

(f) Balance of Family Benefit Fund and its final payment.

(g) Note of the payment with details of insurance Fund paid in the event of payment on' retirement/death;

#### 18. Transfer of Members

Whenever a Government servant is transferred /sent on deputation, the following details are to be recorded in the Last Pay Certificate.

- (a) The Group to which he belongs
- (b) Rate of subscription
- (c) The date of his continuous membership in the group and also in the 10weCgroups.
- (d) The month up to which subscriptions have been recovered.

## 19. Payments from Insurance/Savings Fund

A. Sanctioning Authority to order lump sum payment in the event of retirement/death in the Head of the Office

If Head of office is a Non-Gazetted Officer	His immediate next superior officer
For the Head of the Office himself,	His immediate next superior officer
For employees on foreign service/ deputation	Head of the Department
For Head of the Departments	Secretary to Government in the Administrative Department.

B. Basis of sanction: Annual certificates recorded in the Service Registers, Register of Members and Nominations recorded and filled in the Service Registers.

c. How to accord sanction: The sanction order should indicate:

- (a) Separately the amounts payable from Insurance Fund and Savings Fund,
- (b) Relevant bio-data of the employee,
- (c) In the case of death, the names of beneficiaries and the amount payable to each.

### **D. Certificate to be recorded on the bill by Drawing and Disbursing Officer:**

"That subscription to the Fund at appropriate rates has been recovered regularly from the Government servant from the date of his admission for the benefit of the scheme to the month of-cessation of duties".



## INTEGRATED MEDICAL ATTENDANCE RULES, 1972

“Government Servant “means a whole time Government servant employed under the Government of Andhra Pradesh and includes such servants employed ' under State Government with whom reciprocal agreements in respect of medical. Attendance have been entered into, ,bur does not include part time or honorary works

“**Hospital** “means a Government of and includes any Special Hospital in the State Or any other medical institution recognised by the Government

“**Registered Medical practitioner**” means a person registerecllnder the " Madras, Medical Registration Act, 1914 adopted to Andhra State; and the Andhra Ayurvedic and Honioepathic Medical Practitioners Registration ACt,1956 and the Medical Act NO.1 of1312 Fasli of the erstwhile Hyderabad Government; ,

, "**Authorised Medical Attendant**" means a Medical Officer attached to the Government Hospital or Dispensary in the State who has been nominated by the, Government, from time to time, to serve as Authorised Medical Attendant-for the State Government Servants;

"**Patient**" means a Government Servant or any member of his family and to whom these rules apply and who has fallen ill;

"**Station**" means the town or place in which the Government Servant and other entitled person falls ill;

"**Family**" : (a) In the case of male Government Servant, family means his parents, wife, legitimate children including an adopted son and step children residing with and Wholly dependent on him; .

(b) In the case of woman Government Servant, it means her parents, husband and children residing with and wholly dependent on her

(i) The word 'wife' includes more than one wife

(ii) The claims for reimbursement of expenses in respect of parents should be accompanied by declaration in the proforma given below:

### **Proforma**

I————— (full name and designation) hereby declare that my father/mother—————  
———— has no property or income of his/her own and that he/she is wholly dependent on me.

Signature & date

## GOVERNMENT OF TELANGANA STATE

Name of the officer/official \_\_\_\_\_ Designation \_\_\_\_\_  
Accommodation to Which the officer / official is entitled in Government Hospital \_\_\_\_\_  
\_\_\_\_\_station

Signature Destination Of The Date  
Head of the Department/office

“I certify that there no Government or non-Government medical institutions available  
in the

village \_\_\_\_\_ of \_\_\_\_\_ Taluk”

I also certify that I examined the patient (name) \_\_\_\_\_ Designation \_\_\_\_\_  
\_\_\_\_\_ (Department) \_\_\_\_\_ (Department) \_\_\_\_\_ And consider  
that the case in question is an emergency one requiring immediate treatment under a local  
private Doctor

Signature of authorized medical

Attendant

Medical Treatment: Medical treatment means use of all medical and surgical facilities  
available at the-Government Hospital in which ~he patient is treated and includes:

- (i) Employment of such pathological, bacteriological, radiological or other methods of  
investigation etc., as are considered necessary by the Authorised Medical Attendant;
- (ii) Supply of such medicines, special or other therapeutic substances as are ordinarily  
available in Government Hospitals in the state;

### TREATMENT OF TB

1 Rules regulating admission• of TB. patients in Government TB. Institutions and other  
Government Medical Institutions, where there are TB. awards are given in Appendix V of the  
Rules.

2 The following Private Hospitals which are in receipt of grants from the " State  
Government are recognised as treatment Centres for the Non- Gazetted Officers and  
employees of local bodies

- i) The U.M.T.B. Sanatorium, Madanapalli
- ii), Visranthipuram Sanatorium, Rajahmundry

3. An officer who wishes to enter the institution for treatment claim, reimbursement of  
the charges from the Government should 'obtain in

Advance a certificate from a local district medical officer to the effect that his case is one  
that requires treatment in specialised/T.B institution

4. ten beds in the U.M.T.B sanatorium madanapalli and five beds in the visranthipuram T.B.  
sanatorium Rajahmundry are reserved in the general wards for the treatment of the  
Government servant and members of their families (GO MS NO.1257.helth Dept .dt 24-7-  
1956)

## NOTE:

In-the first instance the entitled person who has to undergo treatment for T.B. ,should produce a certificate of non-availability of beds 'in the nearest Government T. B. Sanatorium and that admission against the reserved beds should' be sought only through the District Medical Officer, Chittore and Rajahmundry (Rule 19):

## **INTEGRATED MEDICAL ATTENDANCE RULES,1972 -215 page**

Due to' frequent amendments/orders/clarifications from time to time to the AP.I.M.A Rules, 1922,, -Government has reviewed all the provisions.-of the above, and re-issued the medication Rules accordingly.

For this purpose, Government have appointed a Committee under the-Chairmanship of Director General of Medical & Health Services and Commissioner, AP. Vaidya vidhna parishad accordingly on the recommendations of the committee Government of issued G.O.Ms. No 74, H.M & F.W (K1) Department dt.15.3.2005

## **MAIN POINTS**

1. Central Government Health Scheme package rates for reimbursement of medical expenses incurred by the state government employees, their dependents, state government pensioners and their family members etc., for the treatment obtained at NIMS, Hyderabad, SVIMS, Tirupati and all government hospitals as out-patients and follow-Up treatment for post-operative .cases is reimbursable. For this, the patient has to get revalidation of prescription once in 6 months from specialist government doctor on submission of scrutiny report other DME or other scrutinizing authorities concerned.
2. As regards recognised private hospitals, medical reimbursement, of chemotherapy, radiotherapy for cancer, regular dialysis for kidney,. cardinal cases like cardiac cases, sever neurological problems and AIDs treatment subject to recommendation by the specialist •doctor for the length of the treatment is also with a 10% cut 'on the eligible amount-after scrutiny of bills by the competent authority.
3. Medical treatment in accident cases under emergency condition, treatment obtained in un-recognised private hospitals also allowed for reimbursement by the Heads of Department District Collectors, after getting the scrutiny of bills by the competent medical authority: And above Rs. 25,0001-shall be referred to relaxing rules by the Government.
4. Medical bills up to Rs. 25,0001-can also be reimbursed by the district level officers of all the Departments in the State subject to scrutiny done by the District Medical Board/District Hospital Superintendent/ Superintendent of Teaching Hospitals. And above Rs. 25,0001-Heads of Departments/District Collectors~•after scrutiny made by the DME or NIMS, Hyderabad or SVIMG, Tirupati as the case may be and where relaxation of rules are not involved.
5. In case of medical treatment taken outside the State, the rates of CGHS shall be allowed. However, if any treatment not covered in the said procedure, the scrutinizing authority is empowered to take final decision, basing on the disease/necessity of treatment/medicine. However, a 10% cut will be imposed on the eligible amount for outside state private hospitals.

6. In case sanction of advance for any disease, the NIMS, Hyderabad and SVIMS, Tirupati, package rates to be followed based on the estimation given by them. However, the Medical Advance is applicable to the following diseases only. They are i) Acute Myocardial in Fracture, ii) Acute Coronary Disease, Acute Renal Failure, iii) Severe cases of Head and Spinal injury, road accident, iv) In cases of COMA, v) PYCA+STENT, vi) Open Heart Surgery vii) Pace Maker, viii) All organ transplants, ix) Plastic Surgery done for accident cases and burns and x) Mitral Valve replacement. In case of private hospitals recognised by the state government issue of letter of credit also extended subject to ceiling limit as per the package rates prescribed by the Government. The maximum ceiling limit of Rs. 2.00 lakhs is fixed for the above major ailments. However, this limit is only Rs.2.00 lakhs in respect of retired employee's and their dependents. And family pensioner? w.eJ. 14.11.2008 is only Rs. 1.00 lakh. For other cases, it only Rs. 1.00 lakh for service employees and for pensioners and family. pensioners is. of Rs. 75,0001-.

1 For eye and dental ailments, reimbursement can be extended and no need of emergency certificate is required for the sanctioning of claim. However, for dental cases, an amount of Rs. 10,000/- is fixed as maximum ceiling in the entire service and also limited to 3 times to self or their dependents separate. The Government also instructed the private hospitals to abide the CGHS package rates are available for all ailments including eye and dental cases. Prior referral letter for treatment from the Government Hospital is to be obtained (As per GO Ms. No. 105, GM&FW (K1) Dept., dt. 9.4.2007).

2 Master Health Check-up charges up to Rs. 3,000/- is allowed in cases of employees who crossed 40 years and above (As per GO Ms. No. 105

HM&FW(K1) Dept., dt. 9.4.2007 for three times with an interval of one year between each checkup in recognised hospitals, includes NIMS & SVIMS Hyderabad and Tirupati respectively.

9. Medical reimbursement for deliveries and tubectomy to the women employees be allowed up to two deliveries and with town living children as per the rates of CGHS.

10. Even in foreign countries under emergency conditions be allowed for reimbursement only if there are no official visit to that foreign country, provided they are not paid any amount towards the said treatment by any other authority including insurance company, subject to fulfilment of other formalities as in the case of local claims.

11., For extending facilities of paying room of indoor treatment; the state government employees are categorised as three groups as per their scales of pay as follows:

- i) Scale of pay upto Rs. 5,000/- -10,600/- General ward
- ii) -do- Rs. 5,300 -13,000/-to Semi Private  
Rs. 8,400/-16,525/- Ward
- iii) -do- Rs. 9,000/--16,525/- Private Ward  
above

Under this Rule -i) Dismissed or removed government servants and, their dependents are not entitled for reimbursement and ii) retired and re-employed, pensioners, and his--family members who were convicted by the Court of Law for offence or involved in moral turpitude .and punishment was imposed under APRP Rules, 1980. However, the retired persons who were punished and the punishment was given, which is not a 100% cut in his pension, are allowed for reimbursement.

12. The powers to refer the patients to private recognised hospitals for specialized treatment, are delegated to Superintendents of Area Hospitals-and District Headquarters Hospitals under the control of AP. Vaidya Vidhana Parishad.

13. The claim of any kind should be preferred within a period of six months from the ate of discharge of the patient from the hospital. However, for the Coma, expiry and accidental cases, it is eight months.

14. The restriction imposed by the GO Ms. No. 601, HM&FW(K1) Dept. for three spells during the life time for same ailments for claiming reimbursement is removed. And a justification certificate issued by the concerned specialist is to be submitted.

15. If the claimant has claimed his medical reimbursement from the Insurance Company on his own reimbursement also be allowed from government. However the following original documents should be submitted for scrutiny of bills along with claim -1) Discharge Summery, 2) Emergency Certificate, 3) Essentiality Certificate, 5) Appendix-II Form, 5) Declaration of dependence to be attested by Gazetted Officer and• 6) Non drawl declaration by. the 000 concerned. Emergency Certificate for claims processed at NIMS since reimbursement for out-patient treatment also as reimbursable.

The above order will be applicable to all state government employees, their dependents, retired state pensioners and their dependents, family pensioners, MLAs and other categories, who are entitled for free medical treatment as specified in AP Integrated Medical Attendance Rules, 1972..

#### **EXTENSION OF BENEFITS TO APNCHAYAT ~AJ EMPLOYEES**

The Government has extended the benefits of reimbursement of medical expenditure to Panchayat Raj employees including teachers (GO Ms. No. 11007/56, Admn.11/97, F&P, dt. 11.4.1997).

#### **EXTENSION TO NON TEACHING STAFF OF THE UNIVERSITIES**

Government have extended the benefits of GO Ms. No. 281, HM & FW (K) Dept., dt. 1.5.1989 has amended subsequently in GO Ms. No. 184, HM & FW (K1) Dept., dt. 2.4.1992 regarding major ailments to the non-teaching staff of all universities in the state with effect from-20~1~1-.-1998 (GO Ms. No. 542, Education (L1EL-I) Dept., dt. 20.11.1998).

## LEAVE RULES

Leave is a permission granted to a Government servant to be absent from actual duty.

The general rules for the grant of leave are as follows:

The authorities competent to grant other than special disability leave to the Government servants working in each department are detailed in F.R. 66.

Under F.R.67, leave cannot be claimed as a matter of right. When exigencies of the public service so require, discretion to refuse or revoke leave of any-description is reserved with the sanctioning authority. But at the same time the competent authority cannot compel a Government servant to take leave on half pay when leave on full pay is permissible to him.

Similarly vacation may be availed in combination or in continuation of any other kind of leave.

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day on which charge is resumed. Holidays can be prefixed or suffixed to leave Subject to the conditions under F.R. 68.

A Government servant on leave cannot take up any service or setting up of private practice etc., except with the permission of competent authority (F.R.69).

A Government servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it is leave on half pay unless extension of leave is granted by the competent authority (FR 73).

The application for grant of leave should specify the period of leave, nature of leave, Leave address and in the case of leave on Medical certificate, the Medical certificates should be enclosed.

Vacation department means a department where vacation exceeds 15 days (FR 82 SR (2)). Vacation is treated as duty for all purposes (FR 82(d)). If earned leave is taken in combination of vacation, the total period of leave & vacation should not exceed 120 days (Ruling 11 under FR.82).

An employee transferred from vacation to non-vacation department is treated as in non-vacation department from the close of last vacation enjoyed and on transfer from non-vacation to vacation department is treated as in vacation department from the date of expiry of last vacation previous to such transfer (SR70fFR82).

Leave at credit will lapse if interruption in service other than leave occurs (APLR 24).

Leave at credit shall lapse on the date of retirement, death or resignation. However, earned leave at credit not exceeding 300 days can be encased in case of

While in service all regular employee both superior and class IV are eligible . Surrender earned leave of 15 days in each financial year and receive cash benefit in. life thereof to salary on full of 15 / 30 days lieu thereof equal to leave salary on full of 15/30 days;  
Temporary and emergency employee are eligible to surrender 15 days of earned leave after completing 24 months of service in the first instance and thereafter 15 days during the alternate financial

## EARNED LEAVE FROM 1.1.78 (RULE 8,10,17 AN)

TYPE OF EMPLOYEE	EARNING CAPACITY	ACCUMULATION	AVAILMENT
1.Regular including (LGGS from 1.1.88)	Advance credit of 15 days for every half year on 1 <sup>st</sup> Jan 1 <sup>st</sup> July	240 days upto 15.09.09 300days from 16.09.05	180 days at a time 180 days of outside India Pakistan, Burma Nepal
2.other (Non-permanent)	Advance credit of 8 days per half year on 1 <sup>st</sup> jan & 1 <sup>st</sup> july		

In respect of employees who join service in the middle of the half year, the advance Credit will be as follows for each completed months of service.

Regular joined on 15-2-89 1st half year completed months -4 months@ 2~ = 10 days; other joined on 15-2-89 -1st half year -4 months 1+1 +2+1 =5 days. Similarly for those retiring in the middle of the half year.

If the employee is on E.O.L. during the preceding half year, the advance credit-for the present half year will be reduced by 1/10 of the period-of EOL taken during the preceding half year subject to a maximum of 15/8 days.

## VACATION DEPARTMENT"(RULES 8,9 AND 10)

TYPES OF EMPLOYEE	Earning-Capacity	Accumulation	AVAIMENT
Regular employees in superior services	a portion of 30 days equal to the vacation taken and full 1/11 of duty minus 30 days or . 1.11.89 the reduction is 28 . days instead of 30 days in respect of teachers	As in non vacation dept.	As in non vacation dept.

(G.O. Ms.No.354, Edn., Dt.20.11.89)

Non-permanent in Superior services and Permanent and regular Employees in Non-permanent in	1/22 of duty minus 15 days or a portion of 15 days equal to the vacation taken and full period of vacation	30 days	Leave at credit LGGS
	Not eligible for earned leave	LGGS APLR 20(1)	LGGS

**HALF PAY LEAVE (both non-vacation and vacation) Regular and temporary rules 13, 18, 23):**

20 days for each completed year of service. There is no limit for accumulation and leave to the extent admissible can be granted at a time. However, in respect of temporary employees half day leave can be granted on M.C only after 2 years of service and 10 (a) (i) candidates are not eligible for half pay leave.

**COMMUTED LEAVE:** Sanctioned on MC only: Half of half pay leave at credit can be commuted to leave on full pay to an extent of 240 days in entire service. The debit in the half pay leave account will be double the period of commuted leave taken (Rules 15-B and 18-B).

**LEAVE NOT DUE:** When half pay leave is not at credit, leave not due to an extent of 180 days during entire service can be granted on Me only. The debit will be in the half pay leave account to be set off against further credit. If any employee resigns or retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for the minus balance should be recovered. However, if it is on medical invalidation or death, recovery will not be insisted (Rule 15-C and 18~C)

**EXTRAORDINARY LEAVE (RULES 5-A, 16, 19 AND 23)**

Permanent and approved--probationers: Not exceeding 5 years including other kinds of leave. EOL on anyone occasion shall not exceed the following limits:

a) months ordinarily}" Three

b) Six months if it is supported by medical certificate and the employee has completed 3 years of service.

c) 18 months for treatment of T.B. or leprosy either as inpatient and or out patient on a certificate issued by the authorized medical officer and the employee has put in a service extending one year.

d) 12 months for treatment of cancer mental illness on the certificate from the recognized institute or doctor and

e) 24 months for prosecuting studies credited to be in public interest and to employee of S.C & ST to join examination training course at the centre notified by Government to the extent necessary provided the government servant has completed not less than one year of continuous service before proceeding on leave. The grant of EQL in item (b) to (e) is by Government

**LEAVE SALARY**

1. **Earned leave:** equal to full pay drawn before proceeding on leave
2. **Leave on half pay:** Equal to half (the-pay drawn before proceeding. on. leave and full pay for a period of 6 months in entire service, if the leave is on MC for treatment of TB, Leprosy, Cancer, mental illness or heart diseases and Renal (kidney) failure (GO Ms No~ 268 Fin & Pig(FWFRI) dt.28:.10:'91).
3. **Leave not due:** Equal to half pay
4. **Commuted-leave:** Twice-the amount-admissible under (2) above.



5. **EOL: No leave salary.** However in respect of NGOs as per (G.O.Ms.155;-Fin & Pig, dt 04-05-10).
- (a) (i) A non-gazetted Government servant on a pay not exceeding Rs.45501'- per month in the Revised Pay Scales, 1999, While on extraordinary Leave for treatment of Tuberculosis 1 Leprosy 1 Cancer 1 Mental illness I Heart diseases and Renal (Kidney) Failure is entitled to an ex-gratia allowance equal to half of his pay subject to a minimum of 1520/-per month and maximum of Rs.21901-per month..
- (ii) A non-gazetted Government servant on a pay not exceedingRs.6675/-per month in Revised -2ay Scales, 2005, while on extraordinary Leave for treatment .of Tuberculosis 1 Leprosy 1 Cancer 1 Mental illness 1 Heart diseases and Renal (Kidney) Failure is entitled to an ex=-gratia allowance equal to half of his pay subject to a minimum of Rs. 29601.-: .per month and maximum of RsA0501-per month.
- (iii) A non-gazetted Government servant on a pay not exceeding Rs: 11860/-per month in Revised Pay Scales, 2010, while on' extraordinary Leave for treatment of Tuberculosis / Leprosy 1 Cancer 1 Mental illness / Heart diseases and Renal (Kidney) Failure is entitled to an ex-gratia allowance equal to half of his pay subject to a minimum of Rs. 57701-per month and maximum of RS.74901-per month.
- (b) (i) A Government servant -in the Last Grade Service while on Extraordinary Leave in the Revised Pay Scales of 1999 for treatment of Tuberculosis / Leprosy / Cancer / Mental illness / Heart

Renal (Kidney) Failure is entitled to an ex-gratia allowance equal to half of his pay subject to a minimum of Rs. 1270/-per month and maximum of Rs. 1920/-per month

- (ii) Government servant in the Last Grade Service while on Extraordinary Leave in the Revised Pay Scales, 2005 for treatment of Tuberculosis / Leprosy / Cancer / Mental illness / Heart diseases and Renal (Kidney) Failure is entitled to an ex-gratia allowance equal to half of his pay subject to a minimum of Rs. 2335/-per month and maximum of Rs. 3515/-per month.
- (iii) Government servant in the Last Grade Service while on Extraordinary Leave in the Revised pay of 2010 for-treatment of Tuberculosis / Leprosy / Cancer / Mental illness / Heart diseases and Renal (Kidney) Failure is entitled to an ex-gratia allowance equal to half of his pay subject to a minimum of Rs. 4295/.. per month and maximum of Rs. 6430/-per month.

Other laves under F.R. allowed to employees covered by APLR 1933 vide ruling 1(ii) there under:

### 1. **SPECIAL DISABILITY LEAVE -RULES 83, 83-A**

Granted by Government only. This leave is admissible to a permanent and temporary Government servant who is disabled by injury intentionally inflicted or caused or inconsequence of due performance of official duties or in consequence of his official position. This leave is granted on M.G. issued by the competent medical authority for a period not exceeding 24 months for any one disability. Leave salary equal to leave on full pay is payable for the first 120 days in respect of permanent employees and 30 days in respect of

the temporary employees and half pay for the remaining period without debit to any leave account. If the employee requests for payment of leave salary on full pay, full pay will be paid for the period of earned leave admissible (120 days maximum) and half of the period will be debited in the earned leave account.

Ruling: The disability does not include the disability caused in the road accidents while going to office from residence and vice versa, but includes road accident while proceeding on official duty from office to office or court or a work spot on the filed (G.O.133, Fin & Pig dt, 10-6-81).

## **2 STUDY LEAVE: RRULE 84 (NOT DEBITABLE TO LEAVE ACCOUNT)**

This leave is granted by Government only for the study of scientific, technical and other similar for a period not exceeding 2years in entire service after a service of 5 years. If it is combined with leave with allowances this period should not exceed 28 months (Rule 2 of study leave .rules). EOI may be taken

In conjunction of this leave without any limit (NOTE UNDER RULE 13 STUDY PARTERNCTY LEAVE RULES) He will draw during leave. Leave salary on half pay (rule 12)

### **1. MATERNITY LEAVE (RULE 101 (A))**

Not debatable to leave account the leave is admissible to married women employee on the basis of medical certificate issued by the competent medical officer For a period not exceeding 180days for each confinement and not exceeding 6 weeks in case of abortions including miscarriage and termination Of (pregnancy under M:T:D:Act 'of197i'Maternfty' leave for confinement is to be sanctioned to female Government servant with less than two surviving children {G.o.Ms.No.152Fin & Pig CEWFR)dept.dt.04-05- 2010).This leave can be combined with other kinds of leave, If this leave falls .during vacation, the residue of18() days only with be sanctioned as maternity leave. Leave salary payable is equal to leave salary on full pay,

### **2. HOSPITAL LEAVE (F.R101b): (Not debatable to leave account)**

Applicable to all grade service employees and certain subordinate service staff detailed in SR (2) under FR 1Q1(br This leave is on half pay for a period not-exceeding 6 months in every 3 years of service when detained in hospital and receiving medical aid as outpatient it-is not admissible when the treatment is necessitated by intemperance an irregular habit .

Out of the above 6 months, 3 months can be on full pay if the detention in hospital is due to injury received or disease constructed in the Course of duty (Ruling 4).

### **3. CASUAL LEAVE**

Casual leave is a concession to enable Government servant in special circumstances to be absent from duty for short period, without such-absence being treated as leave

Maximum period of casual leave-that can be availed of in a. calendar year is only 15 days. The UN availed part of leave will lapse at the close of the calendar year

Casual leave may be combined with optional holidays or Sundays or other authorized public holidays provided the resulting period of absence does not exceed 10 days.

In the case of Casual leave to purely temporary and emergency Government servants the sanctioning authority will use its discretion having regard to the length of service put in by such Government servant.

A Government servant may be granted casual leave for half a day either from 10-30 to 1-30 pm. or from 2-00 pm to 5-00 pm.

#### 4. SPECIAL CASUAL LEAVE

The following are the purposes for which special casual leave may be granted to a Government servant.

- 1 When he is detained in a plague camp on the way to re-join duty.
- 2 When he is ordered by the Head of the department to absent himself from duty on the certificate of medical officer and other purposes detailed below special casual leave can be granted for period not exceeding the period noted against each.

<b>Occasion</b>	<b>Amount of leave</b>
Summons to give witness in a court in attendance which his private interest is not in issue	as per the certificate of
For family planning operations:	
Male -Vasectomy	6 working days
2nd -operation	-do-
Female -Tubectomy	14 days
Male ~ for tubectomy of wife	7 days
2nd operation	7days
Insertion of intrauterine contraceptive insertion	1day on the day of IUD

Leave for 2nd operation is permissible when the doctor certifies that the first operation was a failure. Additional special CL beyond above limits can be given on account of post operation complications subject to production of MC Re-canalization (Both: 21 days or the actual period as per the certificate whichever is less plus to and fro journey days, if the operation is necessary as he is having less than 2 children or lost all his male children after operation The special CL for FP operation can be prefixed or suffixed to regular leave /CL year.

#### 7. SPORTS

1. For participating in sporting events in National or international Importance When selected by the All India Sporting Federation and also as Manager of team Not exceeding 30 days in a calendar year. Excess to be treated as regular leaves
- .2. Elected as President or Secretary 15 days in a Calendar year

- |  |  |
|--|--|
| 3. A.P Secretariat cultural association Member for drams enacted in mufassil   | 6 days in calendar years                                   |
| 4. Office bears and members on the purchasing committee of the Gov. employee consumers co-op stores to go to district for making bulk purchases of various commodities for store | 12 days in calendar year + 2 days for each trip of journey |
| 5. principal office bearers of the regional association and two office bearers from each in the district / city for representation in AP civil service Joint staff council       | 7 days in calendar year                                    |
| 6. Employees of vacation department in case of<br>Dire necessary or under the pressing Family circumstances  | -do-   |
| 7. Employees who participate in the rallies camps etc,of the A.P Bharat scouts & Guides  | 10 days in calendar year                                   |
| 8. members of institution of engineers   |  |
| A) For attending annual meeting. HYD   | 7 days in a calendar year                                  |
| B) For attending annual convention to any  | 10 days in a calendar year                                 |
| C) Part of the country   |  |

**GENERAL INSTRUCTIONS**

CL cannot be combined with the regular leave /  
 Joing time / vacation special casual leave can intervene between two spell of leave if certified by doctor

## TRAVELLING ALLOWANCE RULES & LEAVE TRAVEL CONCESSION

1. The A.P.TA. Rules were framed under the powers conferred by provision to Article, 309 of the Constitution of India and Fundamental Rules, 44.
2. Some of the important TA. Rules stands modified with the issue of GO Ms. No. 124, Fin. & Pig. (FWTA), dt. 21.09.1999; GO Ms. No. i28, Jan. & Pig. (FWTA), dt. 24.98.1999 and GO Ms. No. 129, Fin. & Pig. (FWTA), dt. 24.08.1999 in relation to Tour TA. And GO Ms. No. 24, Fin. & Pig. (FWTA), dt. 28.02.2000 in relation to transfer TA.
3. Travelling allowance has been defined as a allowance granted to an employee to cover his expenses (up to the limits given in the rules) in the performance of his journey in public interest [Rule 2(b)]
4. All claims under TA.Rules should be drawn only after countersignature of a controlling officer. However, certain officers like Heads or Departments, Collectors etc., are authorised to countersign their own TA. Bills (Rule 3 to 5).
5. Controlling officers may allow any government servant subordinate to them to proceed on duty within his jurisdiction and Heads of Departments to any part within the State of A.P. Similarly, the Government may authorise any government servant to proceed on duty to any part of India ((Rule 60). However, these sanctions are not necessary for the journey of an officer summoned by a Court of Law to give evidence in his official capacity.
6. The claim for T.A. should be made within 3 months from the date of completion of journey. Claims preferred after the above period are liable to be summarily rejected by the Controlling Officer (Art. 54 of F.C).
7. It is the duty of the Controlling Officer before countersigning a TA bill
  - a) to scrutinise the necessity, frequency and duration of halts and to disallow the whole or any part of the claim if he considers that the journey was unnecessarily protracted on the halt was of excessive duration
  - b) To scrutinise the distance, rate and calculations in the bill (Rule 7).
8. Travelling allowance is not admissible for the journeys within a radius of 8 Kms (Rule, 43) even though it is at the beginning or end of rail journey. However, if the journey is within 8 Kms from headquarters, there is a provision for payment of actual charges which the government servant may spend in payment of fares of railway or other public conveyance (Rule, 64). In the twin cities of Hyderabad and Secunderabad, where a journey by public Conveyance is not possible actual charge@ Rs 1.5per km subject to a maximum of Rs.25P each way can be paid. However, in respect of visits to AP. High Court/AP. Administrative Tribunal/City Courts as well as Government Pleaders concerned, the maximum amount permissible is Rs. 50/-per each trip subject to ceiling of 20 trips per month or a maximum of Rs.1000/-per month; (GO' Ms. No. 107, Fin. & Pig. (TA) "Dept., dt07.04.2010).
9. Public Conveyance has been defined as a journey by car or other conveyance which piles regularly for conveyance of passengers.[Rule2(b) (Viii)]

10. T.A. Claims already paid cannot be revised due to retrospective revision of pay scales or promotions (Ruling 1 of Rule 8).
11. There is a provision for supplemental claim when the original claim is within 3 months but the officer has omitted to claim appropriate rate of T.A due to ignorance of rules, or to include the full claim in respect of one item either advertantly or for want of some information.
12. Headquarter/Duty point in case of tour T.A is the office of employment at Headquarters and office visited If it is at outstation [Rule 2(b) (ii)] and in case of transfer T.A. it is residence at the old or new station-(Rule, 22).  
Tour T.A can be divided into 4 categories 1) Fixed Travelling Allowance, 2) Actual Expenses. 3) Daily allowance and 4) Mileage allowances.

## **FIXED TRAVELLING ALLOWANCE**

13. Fixed Travelling Allowance has been defined as an allowance granted to an officer who is required to tour within a specified area for a specified period in a given duration e.g. One month, a quarter, half year, a year the case maybe.
14. F.T.A rates: GO Ms. No. 99. Fin. & Pig. (TA) Dept., dt.06.04.2010) –  
U have to fill as per Revised Pay Scales 2015/2020

Details	Minimum Number of days required to be toured in a month	Rate to be allowed if the jurisdiction is		
		Within the Mandal	Within 3 Mandals but one direction	Revenue Division
Officers on a pay scale upto Rs.9200-27000	<u>15Days</u>	450	550	650
	<u>20Days</u>	550	650	750
Officers on a pay of Rs.9460-27700 and above	<u>15Days</u>	500	600	700
	<u>20Days</u>	600	700	800

15. FTA is not payable during leave or joining time (Rule 13 & 14).
  16. For journeys performed outside the specified area, FTA can be exchanged for regular TA. but proportionate FTA should be deducted. However, for halts outside the specified area it cannot be exchanged for D.A (Ruling 8 & 9 under Rule, 17).
  17. If journey is performed in Government vehicle, F.T.A. should be reduced by 25% for the number of days he uses Government vehicle, if such days go to make the maximum number of days. If such days are in excess over the minimum number of days, no deduction need be made (Rule 15)
- 18. Deduction of F.T.A. (Rule 17):**
- a) For the days on which regular TA. is claimed, deduction will be 1/28, 1/29, 1/30 or 1/31 per day of the rate of FTA as the case may be

b) For each day short toured a day's FTA should be deducted

Example:

Rate of FTA per month : RS.400.00

Number of days to be toured : 20

Number of days actually toured : 15

FTA to be deducted :  $400 \times 5 / 20 = \text{Rs.}100/-$

19. All officers are divided into 3 grades as given in the annexure -I for the purpose of T.A. The class to which they are eligible if the journey is by train, rate of mileage if the places are not connected by public conveyance are also given in the annexure.
20. For the days of journey exceeding 8 kms actual charges incurred for the journey by public conveyance and D.A. as given below are payable.
21. Where the journey is between-places not connected by public conveyance mileage as given in annexure-I is payable for the entire distance but no daily allowance is payable.
22. Where the-journey is performed by bus, bus fare actually paid and daily allowance is payable.
23. All officers who are eligible to travel by air can travel by 1st class AC. All officers drawing in the scale of pay of RS.18335 -30065 in 2005 pay scales are eligible to perform journey by Air on official duty outside the State. Journey by air within the State is not permissible.(GO Ms. No.129, Fin. Pig.(FWTA) Dept.,DT.24.08.1999 &).
24. Officers eligible to travel by 1st Class 'may travel by AC Chair Car or AC II tier sleeper or AC III tier sleeper.
25. All officers who are eligible to travel by air can travel by 1<sup>st</sup> Class Ac
26. If the journey is Performed in a government Vehicle , no charges for the journey is payable
27. If the officer performs journey in his own car, mileage @Rs.11.00 per km and if it is by own motor cycle/scooter Rs;4:00perkm can be paid; If more than one officer travels in the same car, only one is eligible for the mileage. Payment of mileage will be restricted to 125kms per day if the jurisdiction of the officer is one district and to 250 kms if it is more than one district. However, these restrictions will not be applicable in case of journeys connected with election work. If the journey in their own care to places exceeding 8 kms but not exceeding 32 kms, subject to a maximum of one D.A. payable.
28. Mopeds like Luna, TVS does not come under the definition of motorcycle (Memo Ne,-26832/662/TN65, Dt.9.9.1985 of Finance Department.)

## **DAILY ALLOWANCE**

29. Daily allowance is payable on the days of journey in addition to air, train or bus fare and for the days of halt at the place of visit at the rate given in annexure-1. It is payable for each day of absence from headquarters. A day is reckoned as to cover twenty four hours of absence. From headquarters commencing from the minute the

officer leaves the headquarters-and ends at the minute of officer returns to his headquarters. If the absence performs the return journey on the same day, full FA will be admissible if the absence is 12 hours and more, half D.A is payable if the absence is 6 hours and more and no D.A. if the absence-is-Less than six hours 37(1).

- (i) No daily allowance is payable where mileage is claimed for journey by own car/scooter and where the places are not connected by public conveyance 40(4).

30. The D.A. is intended to cover the ordinary daily charges such as cost of boarding, accommodation, hiring of conveyance etc. It also includes the cost of hiring conveyance on a journey for which, no mileage is admissible. However, in respect of journeys to Delhi and outside the state taxi/auto charges from station to duty point are admissible. There is also a provision for payment-of taxi charges not exceeding Rs. 400/-per day for visit to the offices of Government of India or Ministries or any other office on official work in respect of officers of the rank of Secretary to Government and above the A.P. Bhavan at Delhi is required to place a vehicle at the disposal of the officer. If no vehicle is available at Delhi, Bombay and Calcutta for official purpose, a taxi should be obtained on hire and placed at the disposal of the officer. The hire charges should be-got reimbursed from the department to

Which the officer belongs.40 (7)

31. Daily allowance is payable for the days of halt at camp including holidays. But no D.A. is payable for the days on which the officer avails casual leave and public holidays. If the casual leave is for half day only half D.A. is paid. 40(2).

- (i) Full daily allowance is payable for the entire duration of tour.

32. If the return journey is performed while on casual leave, T.A. for the return journey is not payable. However, if the leave is on medical certificate, T.A. for the return journey is admissible. 48 (4).

33. If both boarding and lodging are provided free in camp, only one-fourth D.A. is payable. If either boarding or lodging is provided free, hair-D.A. is-payable 40(5).

34. There is also a provision for payment lodging charges for the stay at Hyderabad, Visakhapatnam, Vijayawada, Tirupati and Warangal but the employee should be from a district other than the one in which the above places are located. The lodging charges payable are also given in Annexure-1, where lodging charges are claimed, D.A. on those days should be reduced. By 25%. 41(1).

## **TRANSFER TRAVELLING ALLOWANCE**

35. The rules relating to journey on transfer are contained in Rule 69 to 80 of T.A. Rules. These rules are modified to the extent given in GO Ms. No. 24, Fin. & Pig. (FWTA), dt.28.03.2000.



36. Travelling allowance on transfer is admissible where the transfer is in public interest. It is not payable where the transfer (1) is at the request of the employee (2) does not involve change of residence and (3) in after return from leave exceeding four months.
37. However, if the leave is on medical certificate while in transit TTA is admissible. If the transfer is after expiry of leave exceeding 4 months, the officer can be permitted to recover the T.A. admissible for the transport of personal effects, conveyance and cleaner in case of car.
38. Ordinarily, T.T.A. is not payable in case of overstayal of joining time. But Heads of Departments may permit payment with a reduction of not more than 50% of the amount otherwise admissible.
39. If an employee is transferred to a new station while on transit, T.A as on tour will be paid for the journey already made and thereafter, TTA to the new headquarters (Rules 76).
40. The family of the employee will be treated as having accompanied the employee even if they precede him by month from the date of handing over charge at the old station or follows him within 6 months from the date of joining at the new station (Rule 75)
41. Similarly personal effects can be transported within 6 months of the date of at the new station [Note under Rule 70(iv)]
42. T.A for the family is also payable when the family travels from the old station to any place other than the new station or join him at the new station from place other than the old station But T.A will be limited to what would have been admissible had the journey been made from the old station to the new station or between the places of travel Whichever is less (Rule 74).
43. Family for the purpose of T.T.A. includes wife, children including adopted son. Step. Children and parents residing with and wholly dependent on the employee. A female employee can Claim T.A for her husband if he is wholly dependent on her. Married daughters cannot be treated as a members of family from the date from which they are placed under the protection of their husband. But-a widowed daughter can be treated as a member of the family if she is wholly dependent on the employee [Rule2 (b) (iii)].
44. If both husband and wife are employees and if transferred from the same old station to the same new station at the same time. Only one is eligible for TTA and the second is treated as member of the family (Note 3 under-Rule 70).
45. If handing over charge or taking over charge take place at a place other than the old or new headquarters, for the journey from headquarters to the place of handing over or taking over charge, TA as on tour will be paid and TTA from the old headquarters to the new headquarters will be paid (Rule 73).
46. Claim for personal effect is also admissible for transporting personal effects from the old station to any place other than the-new station or from any place other than the old station to the new station subject to the condition, that the claim does not exceed

the amount admissible had the personal effects been carried from the old station to the new station (GO Ms. No. 24, Fin. & Pig. (FWTA), dt. 28.02.2000).

47. The fare admissible for journey on transfer for self, family and personal effects are given in annexure -II.

### **T.A. FOR JOURNEYS OTHER THAN TOUR OR TRANSFER**

48. T.A. as on tour is payable for the following journeys

<b>Purpose of Journey</b>	<b>Restrictions if any</b>
1. Journey to attend an obligatory examination ( Rule 82 to 85)	a) D.A. is not Payable b) Payable only twice for the same examination
2. Journey to give evidence when summoned (Rule 92)	T.A is not payable if the enquiry is conducted at that place at the request of the suspended employee
3. Journey for medical examination ( Rule 94 to 100)	a) For consultation if medical officer is not available at the place of posting. b) For treatment if the local doctor certifies that necessary treatment cannot be provided locally. c) If required as per APGIL Department Rules d) For undergoing second medical examination
4. Journey on a course of training ( Rule 102)	e) For journey in (a) to (d) above , D.A for halts is not admissible.  If the period of training does not exceed 60 Days .

**ANNEXURE-1**  
**GRADES OF GOVERNMENT SERVANTS**  
**G.O.Ms.No.336, Fin. & Plg.Dept., Dt.29.10.2005,**  
**U have to fill as per Revised Pay Scales 2015/2020**

Grade	D.A. for tours within the state	D.A. for tours to any place outside the state	Reimbursement of lodging charges for visit to places outside state			
			*At Municipal Corporations either within the state or outside the state	At Hyderabad /Secunderabad	Delhi/Mumbai /Chennai/ Kolkata/ Bengaluru	Class of Fare
	Rs	Rs	Rs	Rs	Rs	Rs
Grade-1 Rs.25600-50560 & above	300.00	400.00	500.00	750.00	875.00	1 <sup>st</sup> class/AC II Tier/III Tier Sleeper
Grade-II Rs.13660-38570 to 23650-49360	200.00	300.00	300.00	450.00	525.00	-Do-
Grade-III Rate of Employees	150.00	200.00	200.00	300.00	350.00	2 <sup>nd</sup> Class/Sleeper Class

\*Payable on Certification that Government accommodation was not available and production of original receipts of the lodging house.

## T.A. AS ON TRANSFER

1.	Journey on a course of training [Rule 102(a)]	a)	For Training courses detailed in annexure –I of F.R. if the period of Training exceeds 60days
If the training at any one place exceeds 60days. T.A> as on tour for Journey days and monthly allowance for the days of halt will be paid [paid 102(a)]			
In case of training courses, if the trainees are required to stay compulsorily in the mess of the institute, the monthly allowance shall be the actual expenses of mess and lodging charged by the institute.			
2.	Journey by family members of a deceased Govt. Servant ( Rule 106) ( to be claimed within 3 months from the date of death)	a)	T.A. to home of deceased employee any other place where the family wishes to reside.
		b)	T.A. should not exceed the amount of the headquarters to home of the home of the deceased employee.
3.	Journey on retirement ( to be claimed within 6 months from the date of retirement	a)	T.A. to Home Town Only
		b)	For self only one fare
		c)	If the Home town is in other state, T.A. is payable up to state limits.

**ANNEXURE-II**

**TRANSFER T.A.-PERSONAL EFFECTS (GO Ms. No. 128.Finance (TA) Department,  
dt.17.04.2010)/ U have to fill as per Revised Pay Scales 2015/2020**

Grade	Maximum	Packing and unpacking charges			Disturbance allowance in case of transfers to Delhi & places outside state	Journey by self		Journey by family		Mileages allowance
		Transfers outside the state	Transfer within the state but outside the zone	Transfer within the Zone in the state		By Train	By Road where the places are not connected by train			
Grade I	50qtls	Rs.500 but Rs.7000 for those drawing pay scale of Rs.29200-53060 and above	Rs.1000/- at each end	Rs.50/- at each end	Rs.10000/- lumpsum	One fare of the eligible class, the class actually travelled	2 mileages	Fare paid for each member of family of the eligible class actually travelled whichever is less	One mileage if 3 members of this family accompany him & another mileage if more than 3 members of his family accompany him	Rs.6.00 K.M
Grade II	40qtls	Rs.4000/-	Rs.600/-at each end	Rs.150/- at each end	Rs.7500/-	--	-do-	-do-	-do-	Rs.3.50 KM
Grade III	30qtls	Rs.3000/-	Rs.400/-	Rs.200/-	Rs.2500/-	--	-do-	-do-	-do-	Rs.3.00 KM

**NOTE: 1. Receipts must be produced for the above  
payments**

**LEAVE TRAVEL CONCESSION  
(Rule 92 & Annexure VII)**

- 1) LTC -Reimbursement of expenditure incurred by the Government employee and family members to travel from his headquarters -Home Town/Any place within the State.
- 2) Eligibility -Not less than 5 years of service
- 3) Amount of reimbursement -Actual amount as per entitlement
- 4) Frequency -Once in every block of two consecutive Calendar Years  
2001-2002 -- To Go To Home Town  
2003-2004 – To Visit any place in the state
  - Home Town declaration need to be made
  - Not declared -anyplace in State eligibility
  - Concession not availed will lapse
  - Prior permission
- 5) Sanctioning authority -Earned Leave -Sanctioning Authority
- 6) Leave required to be taken-at least casual leave
- 7) Family GO --- Parents not eligible  
NGO -- Parents if not pensioners & Adopted Son -1
- 8) Home Town Declaration :
  - Change – Once In service
  - Submitted to the controlling officer and shall be communicated to the Head of the officers for entry In S.R.
- 9) Journeys:
  - Train – Fares
  - Bus – Bus Fares
  - No Train / Bus — Greater than 2 persons in a group -2 Mileage Bus Less than 2 persons in a group -1 Mileage
- 10) Regulation of claims

\* Train travel: Produce used Air/Railway/Bus tickets in original  
Along with LTC Claims Cir. Memo No. 11818/48/ A2ITAI2001, DT. 7.3.2002

\* Bus travel — Bus tickets

\* Air travel — Restricted to train class

Time limit for claims - 30Days of completion of the return journey

- 15% cut on gross amount up to 1 year  
11) Advances - 80% Article 84 of A.P. financial code  
12) Certificates : The Following certificates have to be furnished

I) By The Government employee:

- I. Certified that for the block period of .....I have not submitted any claim so far for leave travel concession in respect of the persons for whom traveling allowance is claimed in this bill.
- II. Certified that the advance of travelling allowance for the leave travel concession has been fully adjusted in this bill.
- III. Certified that the persons for whose journeys the claim is preferred in this bill performed the journeys to and from.....
- IV. Certified that my Wife/husband is not a Government employee is' an employee of .....and that the concession has not been availed by her/him separately for herself or for any of the family members covered by this claim for the block period.....
- V. Certified that the family members for whom claim has' been made in this bill are wholly dependent on me.

II) By the Controlling Officer/Drawing Officers

- a) Certified that the claim was preferred. in time by the claimant and that the delay in presentation at the Treasury is due to administrative reasons
- b) Certified that the Claim was not preferred and paid previously
- c) Certified that necessary entries were made in the Service Register of the individual regarding the ailment of leave travel concession during the block period.....
- d) Certified that apart from normal checks, I. have verified the claim after obtaining all the required details as to the actual travel correctness of number of family members, distance travelled fares and mileage claimed and I am satisfied that the claim is in order [Para 12 (c) & (d)]

- 13) Penalties for misuse/abuse of LTC: Misuse/abuse is proved as a result of departmental enquiry
- a) The entire amount if drawn and disbursed shall be recovered in one lump sum.
  - b) The right of the Government employee for availment of LTC shall be forfeited for rest of the service, and
  - c) Disciplinary action has to be taken against the Govt. employee as per A.P. Civil Services (CCA) Rules.
- 14) Penalties for misuse/abuse of advance drawn for LTC:
- a) The entire amount of unutilized advance along with penal interest at (18%) per annum shall be recovered in one lump sum (GO Ms No. 43, Fin. & Pig. Dt. 08.01.1999)
  - b) The action referred to in (b) & (c) of the above Para also has to be taken.



## INTEGRATED MEDICAL ATTENDANCE RULES, 1972

“Government Servant “means a whole time Government servant employed under the Government of Andhra Pradesh and includes such servants employed ' under State Government with whom reciprocal agreements in respect of medical. Attendance have been entered into, ,bur does not include part time or honorary works

“**Hospital** “means a Government of and includes any Special Hospital in the State Or any other medical institution recognised by the Government

“**Registered Medical practitioner**” means a person registerecllnder the " Madras, Medical Registration Act, 1914 adopted to Andhra State; and the Andhra Ayurvedic and Honioepathic Medical Practitioners Registration ACt,1956 and the Medical Act NO.1 of1312 Fasli of the erstwhile Hyderabad Government; ,

, "**Authorised Medical Attendant**" means a Medical Officer attached to the Government Hospital or Dispensary in the State who has been nominated by the, Government, from time to time, to serve as Authorised Medical Attendant-for the State Government Servants;

"**Patient**" means a Government Servant or any member of his family and to whom these rules apply and who has fallen ill;

"**Station**" means the town or place in which the Government Servant and other entitled person falls ill;

"**Family**" : (a) In the case of male Government Servant, family means his parents, wife, legitimate children including an adopted son and step children residing with and Wholly dependent on him; .

(b) In the case of woman Government Servant, it means her parents, husband and children residing with and wholly dependent on her

(i) The word 'wife' includes more than one wife

(ii) The claims for reimbursement of expenses in respect of parents should be accompanied by declaration in the proforma given below:

### **Proforma**

I————— (full name and designation) hereby declare that my father/mother—————  
———— has no property or income of his/her own and that he/she is wholly dependent on me.

Signature & date

## GOVERNMENT OF TELANGANA STATE

Name of the officer/official \_\_\_\_\_ Designation \_\_\_\_\_  
Accommodation to \_\_\_\_\_

Which the officer / official is entitled in Government Hospital \_\_\_\_\_  
station \_\_\_\_\_

Signature Destination Of The Date \_\_\_\_\_

Head of the Department/office \_\_\_\_\_

“I certify that there no Government or non-Government medical institutions available  
in the

village \_\_\_\_\_ of \_\_\_\_\_ Taluk”

I also certify that I examined the patient (name) \_\_\_\_\_ Designation \_\_\_\_\_  
\_\_\_\_\_ (Department) \_\_\_\_\_ (Department) \_\_\_\_\_ And consider  
that the case in question is an emergency one requiring immediate treatment under a local  
private Doctor

Signature of authorized medical

Attendant

Medical Treatment: Medical treatment means use of all medical and surgical facilities  
available at the-Government Hospital in which ~he patient is treated and includes:

- (i) Employment of such pathological, bacteriological, radiological or other methods of  
investigation etc., as are considered necessary by the Authorised Medical Attendant;
- (ii) Supply of such medicines, special or other therapeutic substances as are ordinarily  
available in Government Hospitals in the state;

### TREATMENT OF TB

1 Rules regulating admission• of TB. patients in Government TB. Institutions and other  
Government Medical Institutions, where there are TB. awards are given in Appendix V of the  
Rules.

2 The following Private Hospitals which are in receipt of grants from the " State  
Government are recognised as treatment Centres for the Non- Gazetted Officers and  
employees of local bodies

- i) The U.M.T.B. Sanatorium, Madanapalli
- ii), Visranthipuram Sanatorium, Rajahmundry

3. An officer who wishes to enter the institution for treatment claim, reimbursement of  
the charges from the Government should 'obtain in

Advance a certificate from a local district medical officer to the effect that his case is one  
that requires treatment in specialised/T.B institution

4. ten beds in the U.M.T.B sanatorium madanapalli and five beds in the visranthipuram T.B. sanatorium Rajahmundry are reserved in the general wards for the treatment of the Government servant and members of their families (GO MS NO.1257.helth Dept .dt 24-7-1956)

NOTE:

In-the first instance the entitled person who has to undergo treatment for T.B. ,should produce a certificate of non-availability of beds 'in the nearest Government T. B. Sanatorium and that admission against the reserved beds should' be sought only through the District Medical Officer, Chittore and Rajahmundry (Rule 19):

### **INTEGRATED MEDICAL ATTENDANCE RULES,1972 -215 page**

Due to' frequent amendments/orders/clarifications from time to time to the AP.I.M.A Rules, 1922.,-Government ahs reviewed all the provisions.-of the above, and re-issued the medication Rules accordingly.

For this purpose, Government have appointed a Committee under the-Chairmanship of Director General of Medical & Health Services and Commissioner, AP. Vaidya vidhna parishad accordingly on the recommendations of the committee Government of issued G.O.Ms. No 74, H.M & F.W (K1) Department dt.15.3.2005

### **MAIN POINTS**

1. Central Government Health Scheme package rates for reimbursement of medical expenses incurred by the state government employees, their dependents, state government pensioners and their family members etc., for the treatment obtained at NIMS, Hyderabad, SVIMS, Tirupati and all government hospitals as out-patients and follow-Up treatment for post-operative .cases is reimbursable. For this, the patient has to get revalidation of prescription once in 6 months from specialist government doctor on submission of scrutiny report other DME or other scrutinizing authorities concerned.

2. As regards recognised private hospitals, medical reimbursement, of chemotherapy, radiotherapy for cancer, regular dialysis for kidney,. cardinal cases like cardiac cases, sever neurological problems and AIDs treatment subject to recommendation by the specialist •doctor for the length of the treatment is also with a 10% cut 'on the eligible amount-after scrutiny of bills by the competent authority.

3. Medical treatment in accident cases under emergency condition, treatment obtained in un-recognised private hospitals also allowed for reimbursement by the Heads of Department District Collectors, after getting the scrutiny of bills by the competent medical authority: And above Rs. 25,0001-shall be referred to relaxing rules by the Government.

4. Medical bills up to Rs. 25,0001-can also be reimbursed by the district level officers of all the Departments in the State subject to scrutiny done by the District Medical Board/District Hospital Superintendent/ Superintendent of Teaching Hospitals. And above Rs. 25,0001-Heads of Departments/District Collectors~•after scrutiny made by the DME or

NIMS, Hyderabad or SVIMG, Tirupati as the case may be and where relaxation of rules are not involved.

5. In case of medical treatment taken outside the State, the rates of CGHS shall be allowed. However, if any treatment not covered in the said procedure, the scrutinizing authority is empowered to take final decision, basing on the disease/necessity of treatment/medicine. However, a 10% cut will be imposed on the eligible amount for outside state private hospitals.

6. In case sanction of advance for any disease, the NIMS, Hyderabad and SVIMS, Tirupati, package rates to be followed based on the estimation given by them. However, the Medical Advance is applicable to the following diseases only. They are i) Acute Myocardial in Fracture, ii) Acute Coronary Disease, Acute Renal Failure, iii) Severe cases of Head and Spinal injury, road accident, iv) In cases of COMA, v) PYCA+STENT, vi) Open Heart Surgery vii) Pace Maker, viii) All organ transplants, ix) Plastic Surgery done for accident cases and burns and x) Mitral Valve replacement. In case of private hospitals recognised by the state government issue of letter of credit also extended subject to ceiling limit as per the package rates prescribed by the Government. The maximum ceiling limit of Rs. 2.00 lakhs is fixed for the above major ailments. However, this limit is only Rs.2.00 lakhs in respect of retired employee's and their dependents. And family pensioner? w.eJ. 14.11.2008 is only Rs. 1.00 lakh. For other cases, it only Rs. 1.00 lakh for service employees and for pensioners and family. pensioners is. of Rs. 75,0001-.

1 For eye and dental ailments, reimbursement can be extended and no need of emergency certificate is required for the sanctioning tt)is claim. However, for dental cases, an amount of Rs. 10,0001-is fixed as maximum ceiling in the entire service and also limited to 3 times to self or their dependents separate. The Government also instructed the private hospitals to abide the CGHS package rates are available for all ailments including eye and dental cases. Prior referral letter for treatment from the Government Hospital is to be obtained (As per GO Ms. No. 105, GM&FW (K1) Dept..dt. 9.4.2007).

2 Master Health Check-up charges up to Rs. 3,000/-• is allowed in cases of employees who crossed 40 years and above (As per GO Ms. No. 105

HM&FW(K1) Dept., dt. 9.4.2007 for three times with an interval of one year between each checkup in recognised hospitals, includes NIMS & SVIMS Hyderabad and Tirupati respectively.

9. Medical reimbursement for deliveries and tubectomy to the women employees be allowed up to two deliveries and with town living children as per the rates of CGHS.

10. Even in foreign countries under emergency conditions be allowed for reimbursement only if there are no official visit to that foreign country, provided they are not paid any amount towards the said treatment by any other authority including insurance company, subject to fulfilment of other formalities as in the case of local claims.

11., For extending facilities of paying room of indoor treatment; the state government employees are categorised as three groups as per their scales of pay as follows:

i)	Scale of pay upto Rs. 5,000/- -10,600/-	General ward
ii)	-do-	Rs. 5,300 -13,000/-to Semi Private
		Rs. 8,400/-16,525/- Ward
iii)	-do-	Rs. 9,000/--16,525/- Private Ward
		above

Under this Rule -i) Dismissed or removed government servants and, their dependents are not entitled for reimbursement and ii) retired and re-employed, pensioners, and his--family members who were convicted by the Court of Law for offence or involved in moral turpitude .and punishment was imposed under APRP Rules, 1980. However, the retired persons who were punished and the punishment was given, which is not a 100% cut in his pension, are allowed for reimbursement.

12. The powers to refer the patients to private recognised hospitals for specialized treatment, are delegated to Superintendents of Area Hospitals-and District Headquarters Hospitals under the control of AP. Vaidya Vidhana Parishad.

13. The claim of any kind should be preferred within a period of six months from the ate of discharge of the patient from the hospital. However, for the Coma, expiry and accidental cases, it is eight months.

14. The restriction imposed by the GO Ms. No. 601, HM&FW(K1) Dept. for three spells during the life time for same ailments for claiming reimbursement is removed. And a justification certificate issued by the concerned specialist is to be submitted.

15. If the claimant has claimed his medical reimbursement from the Insurance Company on his own reimbursement also be allowed from government. However the following original documents should be submitted for scrutiny of bills along with claim -1) Discharge Summery, 2) Emergency Certificate, 3) Essentiality Certificate, 5) Appendix-II Form, 5) Declaration of dependence to be attested by Gazetted Officer and• 6) Non drawl declaration by. the 000 concerned. Emergency Certificate for claims processed at NIMS since reimbursement for out-patient treatment also as reimbursable.

The above order will be applicable to all state government employees, their dependents, retired state pensioners and their dependents, family pensioners, MLAs and other categories, who are entitled for free medical treatment as specified in AP Integrated Medical Attendance Rules, 1972..

#### **EXTENSION OF BENEFITS TO APNCHAYAT ~AJ EMPLOYEES**

The Government has extended the benefits of reimbursement of medical expenditure to Panchayat Raj employees including teachers (GO Ms. No. 11007/56, Admn.1I/97, F&P, dt. 11.4.1997).

## **EXTENSION TO NON TEACHING STAFF OF THE UNIVERSITIES**

Government have extended the benefits of GO Ms. No. 281, HM & FW (K) Dept., dt. 1.5.1989 has amended subsequently in GO Ms. No. 184, HM & FW (K1) Dept., dt. 2.4.1992 regarding major ailments to the non-teaching staff of all universities in the state with effect from-20~1~1-.1998 (GO Ms. No. 542, Education (L1EL-I) Dept., dt. 20.11.1998).

## COURT CASES- DRAFTING OF PARAWISE REMARKS

Generally in Government offices the following cases filed in various legal fora are received.

Original Application (OA)	---	A.P.A.T.
Writ Petition (W.P)	---	A.P. High court
Consumer Dispute (CD)	---	District Consumer Forum
Forum Appeal (FA)	---	AP State Consumer Forum
Complaint	---	A.P. Lokayukta & Upa Lok Ayukata.
Original Suits (O.S.)	---	Civil Courts.

### SOME IMPORTANT LEGAL TERMS

Admit :

Averments:

Allegations:

Tenable

Sustainable

Maintainable

Without jurisdiction

Barred by limitation.

Hit by res judicata.

Misconstrue

Misleading

Misconceived

Deny

Dispute

Dismiss

Allow

Devoid of truth and merits.

Infructuous

Prematured

Vacate

Extend

Stay

Suspend

Status quo

In limini.

Question of fact

Question of law

Alternative remedies

Suppression of facts

False deposition – perjury

Caveat

Writ of Mandamus

Writ of certiorari

✓ We receive cases from APAT and A.P. High court along with a notice/Rule Nisi.

✓ A notice before admission (NBA) is given to show cause why the OA or WP should not be admitted. An interim order also accompanies the said notice. In

such case, a detailed counter has to be filed by the respondents in time fixed therefor in the said notice so that the case will be disposed of at the stage of admission. If the counter is filed within the time, the matter will be adjudicated at admission stage and disposed of.

- ☛ A Rule Nisi is an order of the Tribunal/High Court to show cause why the relief sought for in the OA/WP should not be granted. The rule will be made absolute in case the relief prayed for is granted. If sufficient cause is shown the rule will be discharged by dismissing the OA/WP.
- ☛ On receipt of a case along with a NBA or Rule Nisi, the following basic aspects have to be looked into:

### **IMPORTANT ASPECT TO BE EXAMINED IN COURT CASES AT THE TIME OF PREPARATION OF COUNTER AFFIDAVIT**

1. Whether the OA/WP is maintainable under Section 19 of Administrative Tribunals Act or under Article 226 of the Constitution of India.
2. Whether the APAT/High Court has jurisdiction to try the case under Section 14 of AT Act, 1985/Article 226 of COI.
3. Whether the subject matter of the OA/W.P. is within the limitation under Section 21 of Administrative Tribunals Act, 1985 or Section 109 of CPC for filing W.P. in the High Court.
4. Whether the applicant/petitioner has locus standi to seek the relief prayed for in the O.A. /W.P. (**LOCUS STANDI**: The right of a party to an action to appear and be heard on the questions of any Tribunal)
5. Whether the relief prayed for is hit by resjudicata or not (**RESJUDICATA**: A matter or thing which has already been adjudicated upon.)
6. Whether alternative remedies, if any, are exhausted.
7. Whether multiple remedies are sought for in the OA/WP.
8. Whether any O.A./W.P. is pending on the same subject matter seeking same relief.
9. Whether the OA/ W.P. is prematured.
10. Whether the relief prayed for is ultra virus (Beyond the scope, power or authority of any Company, Corporation or statutory body. to the provisions of constitution or any other provision of law.
11. When more than one applicant is filing whether permission under Rule 4 (1) Administrative Tribunals Procedure Rule is filed and admitted.
12. Whether the main and interim relief is one and same.

### **DEFINITION OF AFFIDAVIT AND IMPORTANT POINTS/ PROCEDURE TO BE ADOPTED WHILE DRAFTING AFFIDAVIT**

An affidavit is a declaration as to facts made in writing and sworn before a person having authority to administer oath. Affidavit includes affirmation and declaration in the case of persons by law allowed to affirm or declare instead of swearing.

- It has to reflect the personal knowledge of the deponent touching the facts or it may be drawn on the strength of information borne record.



- It is to be sworn to by a person having authority to administer the oath giving the date of swearing and the designation of the person, before whom it is sworn.
- The affidavit is drafted in the first person.
- The affidavit filed giving replies to the contents of an affidavit is Reply affidavit or Counter Affidavit or reply statement.
- on receipt of OA/W.P. the concerned officer should prepare para-wise remarks and the same should be sent to the Government pleader along with the connected records.
- The Government pleader will approve the parawise remarks and return the same to the concerned officer .
- On receipt of approved parawise remarks, the same should be got fair typed on one side of thick white paper in double line spacing with 1 ½ "margin on all sides and duly signed and sworn at the end of each page by both the attesting and swearing officers with their designation stamps and send it to Government pleader with five extra copies along with original for filing the in APAT/High Court.
- Fair counter should be accompanied by all the attested copies of documents referred to in the counter affidavit

#### **TIME FOR FILING COUNTER AFFIDAVIT**

- The time limit for filing counter affidavit in High court is six months.
- In case of OAs in APAT 30 days from the date of receipt of notice (Rule 12).
- All the respondents included either in a O.A or a W.P. have to file counters. Even if there is no claim of the applicant/ petitioner pending with a respondent, he has to state the same by filing a counter in the APAT or the High Court.
- In case the employees dies, the LRs should be brought on record within 30 days of the death otherwise the OA will abate. In case of W.P. LRs should be brought on record within 6 months from the date of death, otherwise the OA will abate.

#### **ACTION TO BE TAKEN BY THE RESPONDENTS WHEN THE A.P.A.T./HIGH COURT PASSES AN INTERIM ORDER**

- Sometimes the Hon'ble A.P.A.T/High Court may issue an interim order in a particular O.A./WP. (Sec. 24/Section 151 CPC)
- When there is interim order, two courses are open (1) to implement the interim order (2) to file detailed counter affidavit along with praying the Hon'ble A.P.A.T/High court to vacate the interim orders This petition is called "*Vacation Miscellaneous Application (V.M.A)*" in O.A. No..... In W.V.M.P. (*Writ Vacation Miscellaneous Petition*) in WP" or for modification of interim order in fitness of the circumstances. This will be signed by the concerned G.P. in the A.P.A.T.

- Other wise the contempt proceedings follows when final orders are received and in case there is apparent error such not considering the facts/legal position/ counter affidavit filed, then Review under Rule 19 has to be filed within 30 days from the date of final order.

In case, the time of 30 days is lapsed, then WP. against the order of AP AT has to be filed within 90 days after taking the opinion of the Government Pleader.

In case of W.P. SLP in Supreme Court has to be filed after taking the opinion of the Government Pleader and in case of policy matter, the permission of the Government is to be obtained.

In case the order of the APAT/HC is not implemented within the time stipulated, if any, and in case no time is stipulated, within one, then the aggrieved party can initiated contempt proceedings under the provisions of Contempt of Courts Act.

In case, the final orders cannot be implemented within the time stipulated, Miscellaneous application or WPMP in case of W.P. are to be filed seeking extension of time for implementation duly satisfactorily explaining the reasons therefor.

### **COMTEMPT OF COURTS CASE AND ITS IMPLICATION** **HIGH COURT OF JUDICATURE**

It is to be noted that generally a contempt case will arise for disobedience of a lawful order of a court, deliberately, willfully and knowingly in a matter over which it has jurisdiction.

It will be filled in the court under section 10 to 12 of contempt of courts Act 1971, seeking to commit the Respondent for contempt of court for disobeying the orders of the High Court deliberately, willfully and knowingly on which the High Court will issue notice to the respondent to show cause why, he should not be punished for contempt of court, granting reasonable time to file counter.

Immediately, on receipt of court notice, it is for the Respondent to approach the government pleader with the connected records and enlighten him in writing the reasons/circumstances under which the orders of the High Court could not be implemented, so that he will draft the appropriate counter affidavit and file it in the court.

If the High court considers that there are satisfactory reasons that there is no case of contempt of court, an order will be passed closing the contempt case.

In case, if it is proved beyond reasonable doubt that there is a case of contempt of court against the Respondent for disobeying the orders passed earlier deliberately, willfully and knowingly, then the order is passed by High Court punishing the respondent by way of imprisonment/Fine/Warning.

In order to avoid facing contempt of courts, the orders of the courts are either implemented without any undue delay wherever practicable and if it is impracticable or not possible to implement the orders, they should approach the Bench of the High Court or the Supreme Court on Appeal.

The scope of contempt is very little.

- Contempt application (C.A) or contempt case (C.C) is filed by the applicant/petitioner in the Hon'ble tribunal or Hon'ble High Court as the case may be, if the orders of the Hon'ble tribunal/Hon'ble High Court are not implemented by the respondents. It is suggested that, if the orders of either the Hon'ble A.P.A.T or the Hon'ble High Court are not contrary to the orders of the Govt. and if the concerned G.P. feels that there are no grounds for going on an appeal, it would be better for the respondents to expeditiously implement the orders of the court within the stipulated time.
- Prompt filing of counters by the respondents either in the O.A's/W.P's or the C.A is called for. Dilly-dallying will not serve the purpose. Contempt cases have to be taken seriously and prompt action should be taken for filing a counter in the matter.

**FILING OF REVIEW PETITION IN THE APAT AGAINST ITS ORDERS IN O.A'S OR W.P'S IN THE A.P.H.C**

- As per Rule. 19 of the A.P.A.T (procedure) rules, 1989 review application shall be filed within 30 days from the date of order of which the review is sought.
- The dept. aggrieved by the orders of the A.P.A.T must seek the opinion of the concerned G.P. in the A.P.A.T, and ascertain whether the case on hand is a fit case for filing the review petition in the A.P.A.T. Based on the written advice of the G.P, further action has to be taken.
- In case the orders of the APAT are not in conformity or in consonance with the orders of the Govt. in the matter, a W.P. in the A.P.H.C against the orders of the A.P.A.T has to be preferred after taking the written opinion of the concerned G.P in the High Court.
- W.P has to be filed within three months from the date of receipt of the order of the A.P.A.T against which W.P is filed.
- If the concerned dept. is aggrieved by the orders of the High Court, it can file writ appeal on the advice of the concerned G.P in the High Court.
- The next course of appeal open to the dept. is filing of special leave petition in the Supreme Court after taking the written opinion of the Advocate General in this regard.
- Writ appeal has to be filed in the High Court within one month from the Date of the order of High Court of which appeal is sought.
- In G.O.R.T.No.146 LAW (c) Dept. Dt. 08.02.2001, Govt. have authorized all the secretaries to Govt., H.O.D's and dist. collectors to file appeals by way of S.L.P in the Supreme Court against an adverse judgment of the High Court basing on the advice of the concerned Govt. Law officer without seeking prior permission of the Govt. Where, however, an important policy matter is involved, the case may be circulated before filing S.L.P in the Apex Court.

## **A.P. LOKAYUKTA AND UPA LOKAYUKTA**

The A.P. Lokayukta and Upa Lokayukta act, 1982 came into effect from 23.09.83. It has been set up for the investigation of administrative action taken by certain local and public authorities in the state of Andhra Pradesh. The act is mainly intended to curb political corruption among certain "Public Servants":

### **Section 9:**

The institution of Lokayukta and Upa Lokayukta is a fact finding body. Their main function is to investigate the Administrative Action in respect of which an allegation is made against any "Public Servant" has to be investigated into by Lokayukta or Upa Lokayukta as the case may be, after following the procedure relating to the specific complaints received as provided under Section 9 and the procedure in respect of investigation as laid down under section 10 of the Act.

### **The Lokayukta or Upa Lokayukta shall not investigate any allegation.**

1. In respect of which a formal and Public Inquiry has been ordered under the public services inquiries act, 1850.
2. In respect of a matter which has been referred for enquiry under the commissioner of inquiry act, 1952 in case where the Lokayukta or Upa Lokayukta as the case may be has given his prior concurrence for such inquiry.

### **Under Section 15 of the Act, the Lokayukta or Upa Lokayukta cannot investigate into allegations against:**

- a) The Chief Justice or any Judge of the High Court or a member of the Judicial Service.
- b) Any officer or servant of any Court in the State.
- c) Advocate General, A.P.
- d) The Chairman or a member of the A.P.P.S.C.
- e) The Chief Election Commissioner the Election Commissioner and the Regional Commissioner referred to in Art. 324 C.O.I and the Chief Electoral Officer of A.P.
- f) The Speaker and Dy. Speaker of the Legislative Assembly.

### **Rule 5:**

Preliminary verification of the complaint commences.

### **Rule 6:**

- 1) Commencement of investigation into the complaint. A copy of the complaint is sent to the Public Servant concerned against whom allegation is made and the public servant is afforded an opportunity to submit a detailed report in the matter.
- 2) If the grievance of the complainant stands redressed, the Complaint will be Closed. Based on the report of the Public Servant concerned if the Lokayukta or Upa Lokayukta is convinced that the complainant has no case, the complaint will be dismissed.

## **REVISED PENSION RULES' 1980**

- I. Every Government servant is entitled to certain pensionary benefits on his finally quitting the service on retirement on account of superannuation Or any other reason.
- II. The following are the types of Pensions

### **Service Pension**

- 1) Superannuation – Rule 33 and Rule 42 - on attaining the age of 58/60 years as fixed by the Government.
- 2) Invalid Pensions - Rule 37 - On account of bodily or mental infirmity is permanently incapacitated for the public service on production of Medical Certificate issued by the competent medical board.
- 3) Retiring Pension & Voluntary Retirement Pension Rule 34, 43, or 44 - On completion of 20 years of qualifying service by a Govt. employee who opted to retire voluntarily by giving at least three months' notice. Less than 3 months may also be accepted-by Competent Authority.
- 4) Compensation Pension - Rule 38, Is granted to a Govt. servant who is selected for discharge from service owing to abolition of a permanent post unless he is appointed in another post or he is transferred to another establishment even as a lower pay and accepts this appointment or transfer.
- 5) Compulsory Retirement - Rule 39 - As a penalty may be granted pension or gratuity or both at a rate not less than 2/3rds or not more than full invalid pension or gratuity or both admissible. The pension should not be reduced less than the minimum in Rule 45.
- 6) Compassionate allowance - Rule 40 - A Govt. servant who is dismissed or removed from service shall forfeit his pension and gratuity. However the authority competent to dismiss or remove a Govt. Servant from service, may, if the case is deserving of special consideration, sanction a compassionate allowance not exceeding 2/3rds of pension or gratuity or both which would have been admissible to him if he had retire on invalid pension.

### **III. Family Pension:** 1) When a Gov. Servant dies while in service

- 2) After retirement, the family shall be given Family Pension under Rule 50 called as family Pension.

Note: If an Employee under suspension on the date of retirement on Superannuation, he should be retired from service on the due date of retirement without prejudice to the departmental or judicial proceedings pending against him and he should not be continued to be under suspension.

As per Revised Pension Rules, 1980 The Pensionary Benefits will be calculated with the following particulars as per service register of the employee.

1. Date of Birth
2. Date of Appointment
3. Date of Retirement / Death
4. Total Non-Qualifying Service (To be deducted)
5. Weightage (To be added)
6. Last Drawn Basic Pay only (with scale)

**DATE OF BIRTH:** Fixation of Date of Birth: Art. 358 of AP Pension Code

- 1) If only year known: -1st July of that year.
- 2) If only month & year known: -16th of that month.
- 3) If Date, Month & Year of Birth are not known, then the Date of Birth has to be arrived as per the Physical Fitness.(i.e. Health & Age) Certificate issued by Medical Authority.

**DATE OF RETIREMENT:** Under rule 42. Executive Instructions (i)

- 1) The last date of calendar month will be taken as date of Retirement, If the date of birth is 2nd or any date of the month.
- 2) The last date of preceding calendar month will be taken as date of retirement, If the date of birth is 1st of the month.

**DATE OF DEATH:**

- 1) As per Death Certificate issued by the competent authorities (i.e Municipality / Gram Panchayathy / Tahsildar) respectively.

**DATE OF APPOINTMENT:**

- 1 The date of temporary appointment on pensionable post will be taken as date of appointment for calculation of pensionary benefits. G.O. Ms. No. 14 F & P dt. 5-1-1979.
- 2 The date of appointment as full time contingent worker will be taken as date of appointment for calculation of pensionary benefits, converted as per GO Ms No. 9&38 of 1980&1981&156 29/4/1983

**QUALIFYING SERVICE:** Service which counts for pensioner benefits (u/r -21):

- 1 All the .E.O.L. (Extraordinary Leave) on Medical Grounds counts for Pensionary benefits.
- 2 The E.O.L. on Private Affairs up to (36) months counts for Pensionary Benefits.
3. The Service as an Training / Apprenticeship is a pre-requisite for appointment shall qualify u/r – 16. Read with G.O. Ms. No. 178 Fin Dept dt: 17-5-2011

**NON – QUALIFYING SERVICE:** Period of Non-Qualifying Service:-

- 1) E.O.L. (i.e. without salary) above (36) months
- 2) Suspension period (Unsettled if any)
- 3) Dies – Non (u/r FR-18)
- 4) Boy Service (Below 18 years)
- 5) Any other service not qualifying for pension.
- 6) The service rendered by an employee for un-aided periods in a teaching or non-teaching Post in Aided Educational Institutions shall not qualify for pension U/R-14 Note(2)

**WEIGHTAGE:** (only Service Weightage).

1. Maximum weightage (5) years, who retires on Superannuation Pension U/R - 29 (Irrespective of the length of qualifying service put in by an employee on the date of Superannuation)
2. Maximum weightage (5) years, who retires on Voluntarily U/R -43 (On completion of 20 years Qualifying Service) A person who has been permitted to retire voluntarily from service should be given weightage of maximum period of 5 years or the period left over to reach superannuation or-the period of difference between 33 years and actual qualifying service whichever is shorter.

\*Note:-No weightage for Invalid pension and Family Pension.

**LAST DRAWN PAY:** (u/r- 31, & 32)

- 1) The Basic Pay drawn as, on the date of retirement. GO Ms. No 87, dt : 25-5-1998.
- 2) Where an-employee's date of increment falls due on the day following his retirement, he may be given the benefit of increment notionally purely for the purpose of pensionery benefits w.e.f. 27-10-1998 vide G.O. Ms. No. 235, F & P, dt. 27.10.1998.
- 3) The stagnation Increments counts for Pensionery Benefits. Govt. Memo No. 21445/367/A1/PC.1/2007-dt. 25-4-2008.
- 4) The persons promoted during the period of last 2 months in a "**Regular Vacancy**", and eligible for benefit irrespective of number of days they acted in the promoted. Post. It should be entered in the Service Register as promoted in "**Regular & Clear Vacancy**"

**II. A.P. Revised Pension Rules, 1980 -Service Pension (At a glance) With Reference to A.P.R.P.S 2010**

1. Minimum service required for getting 10 years on attaining the age of Pensionery benefits:  
58/60 yrs (including weightage i.e. 5+5 =10 from 1-7-08) u/r 45(2)
2. Minimum service required forgetting Gratuity: 5 Years u/r 46(1)

- |     |  |  |
|-----|--|--|
| 3.  | Maximum service counts for pensionery benefits:  | 33 Years u/r 45(2)   |
| 4.  | Maximum gratuity payable:  | Rs.7,00,000/-from 1-2-2010 vide GO Ms NO.1 01 Fin (Pen. 1) Dept.) Dt. 6-4-2010                                   |
| 5.  | Maximum Commutation:   | 40% of pension GO Ms. NO.158 dt. 16-9-1999   |
| 6.  | Commutation value per 1 rupee for 58 years:  | Rs. 8.371x12 = 100.45 (for Next Birthday)  |
| 7.  | Commutation value per 1 rupee for 60 years:  | Rs. 8.194x12 = 98.32 (for Next Birthday) vide GO Ms.No.100 Fin (Pen. 1 Dept.) Dt. 6-4-2010                       |
| 8.  | Restoration of commuted amount:  | After 15 years from date of receipt of Commuted value amount. u/r 18 of Appendix –IV                             |
| 9.  | A fraction of year:  | 3 months or more be treated as 1 Half year u/r 45(3) (ii)  |
| 10. | Weightage means:   | Service weightage only.  |
| 11. | Maximum weightage for Superannuation pension:  | 5 years from 1-7-2008 vide GO Ms. NO.100 Fin (Pen. 1) Dept. Dt. 6..A-2010  |
| 12. | Maximum weightage for voluntary Retirement Pension:  | 5 years u/r 43(5)  |
|     | Note: No Weightage for Invalid Pension and Family Pension  |  |
| 13. | Minimum Pension in A.P. :  | Rs. 3350/-+ OA (from 1-2-2010) Vide GO Ms.No. 100  |
| 14. | Financial Assistance:  | Rs. 3350/- (from 1-2-2010) Go.100  |
| 15. | Death Relief (Obsequies charges) for Service Pensioners only and also to the spouse of the pensioner pre-deceased service pensioner: | Minimum Rs. 10,000/- or One month pension whichever is Higher vide GO Ms: No.102 Fin (Pen. 1 Dept.) Dt. 6.4.2010 |
| 16. | Maximum stagnation increments under PRC-2005:  | 3 Increments (counts for Pensionery Benefits)  |



- |     |  |  |
|-----|--|--|
| 17. | Rate of stagnation increments are payable:                     | Higher Rate (i.e. Next stage of the Basic Pay) Govt. Memo No. 21445/367/A1/pc-1/2007 Dt. 25-4-2008 |
| 18. | The Annual Grade increment due after next month of retirement: | Counts for the pensionary Benefits   |
| 19. | Maximum amount of commuted value payable:                      | --No limit--   |
| 20. | Medical Allowance from 1-2-2010:                               | @Rs.200/- p.m. for all Service & Family Pensions vide GO MS.No.100                                 |

**FORMULAS: -**

**FOR SERVICE PENSION**

**PENSION:** Last Drawn Basic Pay x Total Qualifying Service (including half years) / 66.

**GRATUITY:** Last Drawn Basic-Pay + DA x No. of half years of Qualifying Service / 4.  
(From 1-2-2010)

**ENHANCED FAMILY PENSION:** Last Drawn Basic Pay x 50/100.  
(i.e., Restricted to Service pension)

**NORMAL FAMILY PENSION :** Last Drawn Basic Pay x 30/100.

**COMMUTATION:**  $\frac{\text{Pension} \times 40}{100} = \text{Rs.} \times 8.371 \times 12 = \text{Rs. for (58 years Age)}$

**COMMUTATION:**  $\frac{\text{Pension} \times 40}{100} = \text{Rs.} \times 8.194 \times 12 = \text{Rs. for (60 years Age)}$

**ANTICIPATORY SERVICE:** 90% of Eligible Pension as per G.O. Ms. No. 186 Dt. 24/5/2010  
**PENSION u/r -51 (A)** w.e.f. 1-2-2010

(With time to time DA) (It should be sanctioned by the pension sanctioning authority & Drawn by DDO in the APTC Form -47). Under Major Head 2071-Pension & Other Retire Benefits.

**ANTICIPATORY GRATUITY:** 80 % of admissible Gratuity  
(U/R-46) (It should be sanctioned by the pension sanctioning authority & Drawn by DOG in the APTC Form -47)

**ANTICIPATORY FAMILY PENSION:** 75 % admissible family pension (No DA on it)  
(U/R-51-B)

**PROVISIONAL PENSION {u/r-52):** 75% of admissible pension with DA.  
(If departmental or Judicial proceedings-are pending) (It should be authorized by. the AG / DAO of SA of the Dist. Concerned. &No Gratuity is Payable.

Note: A Notice should be issued to Govt. servant before 12 months to his retirement to submit pension papers.

### III. FORMULAS FOR FAMILY PENSION (Expired while in service)

1. Minimum service required for getting Family pension: 1 day and above with medical fitness certificate. (As per APGSF. P. Rules 1964) u/r (4) Family Pension (1) w.e.f 1-1-1964 read with G.O. Ms.No. 14, F&P, Dt. 5-1-1979
2. Family pension for below 7 years 30% of last pay drawn u/r 50 (2)
3. Family pension for above 7 years of Continuous service : 50% of last pay drawn upto 7 years from date of death there after 30% of last pay drawn. u/r 50 (3) (a) (i)
4. Gratuity (Death-cum-Retirement Gratuity (i.e. DCRG) payable: As per service pension formula with the following particulars.  
  
(As per G.O. Ms.No.235 F&P dt.1.6.1993) whichever is higher

- I. Expired below 1 year : Equal to 3 years
- II. Expired above 1 year below 5 years : Equal to 9 years
- III. Expired above 5 years up to 18 years : Equal to 18 years

Note: No Commutation of Pension for family pensioners.

### IV. Encashment of E.L on Retirement / Death (Maximum 300 days):- G.O. No. 232/16-9 2005.

- 1) Pay + DA + HRA + Addl. HRA + CCA is payable (As per G.O.Ms.NO. 25, F&P, dt. 5-2-1996) the Additional HRA besides HRA admissible to the employee retired / death from 1-9-1994 even provided rent free quarters and in surrender leave also.
- 2) Physically Handicapped allowances are not admissible in surrender leave / EL/ HPL/ Commuted leaves / Subsistence Allowance.
- 3) The I.R. not count for Commutation of DA, HRA, CCA, or any other allowances, encashment of EL, Pay fixation, Pension or Gratuity etc., vide, G.O.Ms.No. 303, Fin (PC-1) Dept., dt.15-10-2008.

### V. Calculation of Pensionary Benefits (Service Pension)

Example: A Superior Govt. Servant retired on Superannuation Pension (details are as follows)

Date of Birth	:	1-4-1952
(+) Age	:	58 - u/r 33, 42,
Date of Retirement	:	31-3-2010 - u/r. 42(i) P.No. 87
(-) Date of Appointment	:	26-5-1981
Gross Qualifying Service	:	06-10-28
(-) Non Qualifying Service	:	06-02-00 - u/r. 21
Total Service	:	00- 08-28
(+) Weightage	:	00-04-04 -u/r. 29
Net Qualifying Service	:	00-00-33
Last Drawn Basic Pay	:	Rs. 27,000=00 (Scale 19050-45850)
Service Pension	:	Rs. 27,000 x 33/66 =13500/- p.m. from 1-4-2010 u/r.45
Gratuity (DCRG)	:	Rs. 27,000 + 6702 =33702x 66/4 =5,56,083/- u/r. 56
Enhance Family Pension	:	Rs. 27,000 x 50/100 = 13,500/- (Restricted to Service Pension)
Normal Family Pension	:	Rs. 27,000 x 30/100 = 8,100/- p.m. u/r. 50(20)
Commutation Value	:	13,500x40/100 =5,400 x 8.371x12=5,42,441/-

Note: No Commutation allowed from Minimum pension.

#### **VI. Calculation of Family Pension (Expired While in Service)**

Last Drawn Basic Pay	:	Rs. 22,430=00 (Scale 19050-45850)
Below Seven Years	:	Rs. 22,430 x 30/100 =6,729/-p.m. u/r 50(3) (a) (i)
Above Seven Years	:	Rs. 22,430 x 50/100 = 11,215/-p.m. u/r 50(2)

#### **VII. A.P. REVISED PENSION RULES, 1980**

##### **Rule-50 - Family Pension: (Expired while in Service):**

- **50(3)(a)(i): Family Pension:** The Govt. Servant expired while in Service after completion of 7 years continuous service 50% of the Last Drawn Basic Pay is payable for a period of 7 years. Thereafter 30% of L.D.Pay is payable. If expired below 7 years 30% of L.D.Pay is payable.
- **50(3) (a)(ii) :** In the event of death of a Government Servant, after retirement, the family pension shall be payable for a period of seven years or for a period up to the date on which the retired deceased Government servant would have attained the age of 65 years had he survived whichever is less.

- **50(5)(i)** : In the case of widow or widower, up to the date of Death or Re-marriage whichever is earlier.
- **50(5) (ii)** : In case of a son, until he attains the age of 25 years or starts earning his livelihood, whichever is earlier vide G.O.Ms.No. 287, F&P, dt. 12.8.1994.
- **50(5) (iii)**: In the case of unmarried daughter until she attains the age of 25 years or until she gets married or starts earning her livelihood, whichever is earlier vide G.O.Ms.No. 287, F&P, dt. 12.8.1994.
- **50) 6(a)(i)**: Where the family pension is payable to more widows than one, the family pension shall be paid to the widows in equal shares. (If married Second wife with Govt. permission).
- **50)6(a) (ii)**: On the death or remarriage of widow, her share of the Family Pension shall become payable to her eligible child.
- **50) 7 (iii)**: If sons and unmarried daughters are alive, unmarried daughters shall not be eligible for family pension unless the sons attain the age and thereby become ineligible for the grant of family pension.
- **50) 8**: Where a deceased Govt. servant or pensioner leaves behind more children than one the eldest eligible child shall be entitled to the family pension for the period, after expire of that period the next eligible child shall become eligible for the grant of family pension.
- **50)9**: Where Family Pension granted under this rule to a minor, it shall be payable to the guardian on behalf of the minor.
- **50)10 (b)(c)**: If both family pensions are payable, the amount of two pensions shall be limited to Rs. 15,383/- vide G.O.Ms.No. 128, F&P, dt. 18-5-2006. (Under RPS 2005).
- **50)12(b)(i)**: The Female who married a retired Government servant, is also eligible for family pension vide G.O.Ms.No. 335, F&P, dt. 15-9-1993.
- **50)12(b) Note2 (ii)**: Sons/daughters including such son/daughter adopted legally before retirement are eligible for family pension G.O.Ms.No. 287, F&P, dt. 12.8.1994.
- **50)12(b) Note 2 (iii)**: Sons/daughters born after retirement are eligible for, family pension as per G.O.Ms.No. 236, F&P, dt. 28-5-1994

### **50)13. Executive Instructions:**

- **50)13. (v)** : The physically and mentally handicapped children are eligible for Family Pension vide G.O.Ms.No. 52, F&P, dt. 20-2-1984 read with Cir.Memo.No. 42885/81/A2/Pen.1/99, dt. 26.05.2000 & they should submit the Physically Handicapped Certificate for every Three years.
- **50)13(vi)**: Family Pension not admissible to the second wife-in general.

- **50)13(vi):** Admissibility of Family Pension to the children of a divorced wife.
  - **50)13(viii):** Divorce is not legal separation.
  - **50)13(x):** Relinquishment of right to Family Pension.
  - **50)13(xi): Grant of Family Pension to the 2nd living Wife:** As per COURT ORDERS vide Govt. Cir.Memo No. 36840-A/329/A2/Pen.1/93, F&P (Pen.1) Dept. dt. 11-9-1996
  - **50)13(xv):** Family pension to the post- retiral spouses and children date of effect and payment of cash benefit from 15-9-1993.
  - **50)13(xvi):** The Widowed/divorced daughter and parents who were totally dependent on Govt. servant while he was alive are eligible for family pension vide G.O. (P) No. 523, Finance, dt. 22-06-2004 & G.O.Ms. No. 231 Fin (Pen - I) Dept DT: 8-8-2008 & 31-5 dt. 7.10.2010 & 353 Fin. (PSC) dt. 4-12-2010. In case of twins equal shares is to be paid.
  - **Rule-9: Right of Government to withhold or withdraw pension:**
  - **9(7)(a):** When a Government servant dies before conclusion of disciplinary proceedings, generally death abates all further proceedings.
  - In case of Financial loss to Govt. amount will be recovered under R.RAct from Family
  - **9(V)(b) & Rule-46 :** Payment of Interest on Gratuity - Where charges are dropped and interest on pensionary benefits is claimed. The sanction of Government in the administrative Department concerned should be obtained with the concurrence of the Finance Department for payment of interest in every case.
  - No anticipatory gratuity shall be sanctioned when disciplinary proceedings are contemplated against the pensioner.
  - **9(e) : Commuted value of Pension:** In the case of others to whom pension was allowed either in full or in part, the period of one year for commutation without medical examination has to be reckoned from the date of issue of orders on conclusion of the proceedings vide G.O.Rt.No. 1097, Fin.(FW:Pen-I)Dept., dt. 22-6-2000.
  - **The following terminal benefits may be sanctioned to the Government servants retired from service pending disciplinary action:** vide G.O.Rt.No. 1097, Fin.(FW:Pen-I)Dept., dt. 22-6-2000.
- 1) **FBF, GIS, GPF, APGLIF, EEL, EHPL Provisional Pension**
- **Rule-14. B of APPENDIX-I: In the case of serving employees whose whereabouts are not known & Rule-14.C. In the case of Pensioners whose whereabouts are not known:** The family must lodge a FIR in concerned Police Station to get Family Benefits vide G.O.Ms.No. 241, F&P(FW.Pen.I)Dept., dt. 10.9.1987 read with G.O.Ms.No. 41,

F&P (FW.Pen.I) Dept., dt. 8.2.1994. The Compassionate Appointment will be given after 7 years by the Govt. concerned Dept.

- **Cir.Memo.No.25806/592/FR.1/2004,dt. 13-10-2004** : One who continues in service beyond superannuation by mistake is not entitled to any payment take appropriate disciplinary action against all the persons concerned for their deliberate dereliction of duty in not ensuring the petitioners retirement on his attaining the age of superannuation
- **Rule-29 -Adding Weightage:** Sanction of Service Pension by adding weightage of Three (3) years of Service to Minimum qualifying Service as per Rule-29 of APRPR-1980 vide Govt. Memo. No. 15755-A/141/A1/Pen-II/2008, dt. 13-6-2008.
- **Encashment of Half Pay Leave:** As per G.O. Ms. No. 154 Fin. Dept. dated. 4-5-2010

Formula:- Half Pay Leave Salary + D.A. x No. of days of HPL (subject to the total days not exceeding 300 days HPL + EL)

- **Obsequies charges (Funeral Charges):** As per G.O.Ms. No. 192 Fin. Dept. dt. 23-4-2010 Rs. 10,000/- to the Govt. Servants expired while in service (w.e.f. 23-4-2010) debit to service head of A/c. of Salary.

**Note:**

1. The Pay, Leave Salary and other emoluments can be drawn for the day of Govt. Servant's death, the hour at which the death takes place does not effect the claim under Act. 80 (A) of APFC Vol.-I.
2. On re-marriage of spouse (widow / widower), her/his family pension will be seized. But, she/he will be continued in Govt. Service even after remarriage (vide Govt. Memo No. 873/Ser.A/85-a, dt.27-1-1986 of GAD)
3. Every Pensioner should submit "Annual Verification Certificate" (i.e Life Certificate) at respective STO/APPO in the month of November to March regularly, otherwise the Pension will be stopped.
4. First Pension/Gratuity/Commutation Value (New Cases Only) will be paid at last station where Govt. Servant retired. Thereafter the PPO may be transferred any where in the state, at pensioner's request. Govt. Cir. Memo No. 20928/264/PSC/2008 dt. 18-12-2008.
5. Payment of LTA / DA & F.P. to the legal heirs without Legal Heir Certificate / Family Member Certificate to the Nominee, whose name was already authorized by AG / DAO of SA (Including All India Service Pensions) vide to Govt. Cir. Memo. No. 743/147/PSC/2009/ Fin (PSC) Dept. Dt. 29-5-2009.

**Treasuries & Accounts Website for pensions: [www.treasury.ap.gov.in](http://www.treasury.ap.gov.in)**

- 1) **Pensionary Benefits: (Pension / Gratuity / Computation I Family Pension)**
  - i) Sanctioning Authorities: Concerned Dept.
  - ii) Authorising Authorities: i. AGAP, Hyd. / DAO of SA concerned Dist.

iii) Disbursing Authorities: JDPPO, Hyd/APPO's in twin cities/DTO/STO in Districts.

**2) Terminal Benefits: FBF / GIS / GPF / APGLIF / EEL / EHPL**

**CONTRIBUTORY PENSION SCHEME (NPS) - (Common Procedure)**

1. In the budget for 2001-02 the Government of India have announced a New Pension Scheme.
2. The Employees appointed on or after 1-9-2004 are eligible for Contributory Pension Scheme as introduced by Govt. of A.P. vide.G.O.Ms.No. 653, dt. 22-9-2004, G.O.Ms.No. 654, dt. 22-9-2004, and G.O.Ms.No. 655, dt. 22-9-2004 of Finance (Pen-l) Dept.
3. As per G.O.Ms.No. 654, Finance (Pen-l) Dept., dt. 22-9-2004 the existing GPF (AP) Scheme will not be applicable to the newly recruited employees who are covered under Contributory Pension Scheme introduced w.e.f. 1-9-2004.
4. An Employee shall contribute 10% of the Basic Pay and DA towards CPS.
5. The amount recovered from the Pay Bill shall be credited to the revised Head of Account 8342-117-04-001 as per G.O.Ms.No. 151, Fin (Pen-l) Dept., dt. 2-7-2007.
6. The arrears of subscription to Contributory Pension Scheme. (One subscription for current month and one additional for arrears of Subscription).
7. The DA Arrears of the said employees should be credited to the M.H. 8009 01-101-03-CSS till to date of allotment Index Number.
8. The Index Number should invariably noted in the first page of individual S.R.
9. The Employees who are in-service before 1-9-2004 joins another Organization/Dept., after submitting technical resignation, where same rules applicable, such employees will not come under the purview of New CPS. In other words they would continue to remain under earlier pension rules.

**Present Procedure for getting PRAN-No.**

10. The CPS Application Forms are to be obtained from Website [www.npscra.nsdli.co.in](http://www.npscra.nsdli.co.in) for PRAN No.
11. Govt. released matching grant to CPS during financial year 2008-09, 2009-10.

**Existing Procedure for getting CPS No.**

12. The DDO send proposals to the AG, AP, Hyderabad for allotment of Index Number in the Proforma prescribed as per said G.O.Ms.No. 655, dt. 22-9-2004 for superior service employees.
13. The Index Number for the Class IV employees of the districts allotted by the concerned Deputy Director of Dist. Treasuries. In case of Class-IV of HoDs' of Twin

Cities, the PAO, Hyd. allotted the Index Number as per DTAs Memo. No. D2/4036/2006, dt. 31-7-2007.

14. As per DTA's orders the Employee's I.D. Number was CPS A/c No.

**Family Benefits (if expired while in Service) After introduction of CPS from 1-9-2004.**

- 1 Compassionate Appointment
- 2 Encashment of Earned Leave
- 3 Payment of GIS (Saving Fund)
- 4 Payment of GIS (Insurance Fund)
- 5 Payment of APGLIF
- 6 The Family Pension & DCRG will be sanctioned under APRPR 1980 as per Govt. Cir.MEMO.No.30857/422/A1/PEN.I/2010 Dt: 8.3.2010 Provisionally.

**ANNEXURE**

<b>Retirement Benefits</b>	<b>Family-Benefits to the Legal Heirs</b>
1. Encashment of E. L. / EHPL	1. Encashment of E. L. / EHPL
2. Refund of FBF Balance	2. Refund of FBF Balance
3. Refund of Saving Fund under GIS	3. Refund of Saving Fund under GIS
4. Payment of GPF	4. Payment of Insurance Fund under GIS
5. Payment of APGLIF amount	5. Payment of GPF
6. Service-Pension	6. Payment of Booster amount under GPF
7. Gratuity	7. Payment of APGLIF amount
8. Commutation of Pension.	8. Payment of APGLIF Sum assured with bonus
9. TA on retirement to Native Place (Actual fares to self and family & not exceeding 3 mileage towards personal-effects).	9. Family Pension i.e. i) Enhanced family pension upto 7 years ii) Thereafter normal Family Pension to till Death
	10. Gratuity (i.e. DCRG)
	11. TA on death to Native place actual fares
	12. Compassionate appointment / Exgratia



## **Entries to be made in SERVICE BOOK:**

New S.R.:- G.O.Ms. No. 200, F&P, dt. 10-12-1999.

1. Xerox copy of the S.R. -----Each page should be attested by the Head of the Office/  
Gazetted Officer
2. Annual Service Verification Certificate.
3. Annual Group Insurance Subscription Recovery Certificate.
4. Annual Recovery of HBAIMCA Certificate (if any)
5. Annual Grade Increment sanctioned entry.
6. G.P.F. A/c No with name of the Nominee.
7. APGLIF Policy No. with name of the Nominee.
8. CPS A/c No. with name of the Nominee.
9. List of Family Members (as furnished by Employee)
10. Employee I.D. Number. /PAN No.

### **SERVICE VERIFICATION CERTIFICATE**

Services Verified with reference to pay bills and acquaintance roll etc.

From ..... To ..... And found correct.(Every Year i.e. April to March)

### **ANNUAL RECOVERY CERTIFICATE**

#### **Under Group Insurance Scheme**

The Group Insurance Subscription has been recovered from the Salary for the period from ..... To ..... @ Rs. ....p.m. (As per G.O. Ms. 225 Fin. (Admn. -I) Dept. Dt. 22-6-2010. Every year i.e., April to March)

**Note:** Where the SR itself is lost or is not traceable taken action as per GO MS No. 202 F&P FWPS(1) Department Dt : 11-6-1980 Affidavit or collateral evidence for opening Duplicate S. R.

**Retirement Age:** - For Superior Service Employees (i.e.G.O. /NGO :-58 years & For Inferior Service Employees (i.e. Class-IV) :- 60 Years & (60 years for All India Services).

**The following points are to be mentioned in the Last Pay Certificate:**

1. Name of the Government servant and Designation :-
2. Name of the Office (Place of working) :-
3. Transfer Promotion Reversion. Order No. and Date :-
4. Reliving Order No... and Date :-
5. Date of Reliving:-
6. Pay and Allowances paid Up to :-(i.e. Date :-)
7. Employees 1.0. No. :-
8. PAN No:-
9. Name of the Bank :- (Salary Credited) :-
10. Head of Account:- (Salary Debited) :-M.H :-

**Earnings**

**Deductions**

Basic Pay:	G.P.F (Account No. :-)
Special Pay:	APGLIF (Account No. :-)
Family Planning Increment:	G.I.S :
Dearness Allowances:	P.T.:
House Rent Allowances:	C.P.S:
Addl. H.R.A:	H.B.A:
C.C.A :	M.C.A/Marriage Advance :
Other Allowances:	Festival Advance:
Total:	Total:

Net Amount:-

Balance of Casual Leaves ND NON:- ( ) days and O.Hs( ) days / C.C.Ls( ) :

DETAILS OF GOVT and NON –GOVT LOANS/ADVANCES :- (Including BANK LOANS):-

Court Attachments:-

Maintenance Charges Paid to 2nd wife :-

Non-Payment Certificate Regarding D:-A / Pay Fixation :-

Example :-

### **VIII. Calculation of Pensionary Benefits (Service Pension)**

Example :- A Superior Govt. Servant retired on Voluntary Retirement Pension (details are as follows)

Date of Birth	: 15-3-1956
Date of Retirement	: 31-12-2010 -u/r. 43 under VRS
(-) Date of Appointment	: 19-5-1-982
Gross-Qualifying Service	: 12-7-28
(-) Non Qualifying Service	: Nil
Total Service	: 12-07-28
(+) Weightage	: 00-03-03
Net Qualifying Service	: 12-10-31 i.e. (32 years)
Last Drawn Basic Pay	: Rs. 40,510=00 (Scale 23650-49360)
Service Pension	: Rs.40,510 x 32/66 = 19,642/-p.m. from 1-1-2011 u/r 45
Gratuity (DCRG)	: Rs. 40,510 + 10,056 =50,566 x 64/4 =8,09,056/- u/r. 56 But Maximum Payable Rs.7,00,000/-only
Enhance Family Pension	: Rs. 40,510 x 50/100 = 20,255/--(Restricted to Service Pension Rs. 19,642)
Normal Family Pension	: Rs. 40,510 x 30/100 =12,153/-p.m. u/r. 50(20)
Commutation Value	: Rs. 19,642x40/100 = 7856 x 8.678 x 12 = 8,18,176/-

Example:

## IX. Calculation of Pensionary Benefits (Service Pension)

Example :-A Superior Govt. Servant retired on Invalid Pension (details are as follows)

Date of Birth	: 15-3-1956
Date of Retirement	: 31-12-2010
(-) Date of Appointment	: 19-5-1982
Gross Qualifying Service	: 12-07-28
(-) Non Qualifying Service	: Nil
Total Service	: 12-07-28
(+) Weightage	: Nil
Net Qualifying Service	: 12-10-28 (i.e. 28 ½ years)
Last Drawn Basic Pay	: Rs. 20,300 = 00
Service Pension	: $\text{Rs.}20,300 \times 28 \frac{1}{2} / 66 = 8,766/-$ p.m. from 1-1-2011u/r 45
Gratuity (DCRG)	: $\text{Rs.}20,300 + 5,039 = 25,339 \times 57/4 = 3,61,080/-$ u/r 56
Enhance Family Pension	: $\text{Rs.} 20,300 \times 50/100 = 10,150/-$ (Restricted to Service Pension Rs. 19,642)
Normal Family Pension	: $\text{Rs.} 20,300 \times 30/100 = 6.0901$ -p.m. u/r. 50(20)
Commutation Value	: $\text{Rs.} 8,766 \times 40/100 = 3,506/-$ (On Medical Grounds only)

సమాచార హక్కు

- మన దేశంలో సమాచార హక్కుని నిషేధించిన కొన్ని చట్టాలు మరియు నియమాలు.
  1. భారతీయ సాక్ష్యాధారాల చట్టం 1872
  2. అధికారిక రహస్యాల చట్టం 1923
  3. పబ్లిక్ సర్వైస్ (ప్రజాసేవకుడు) చీఫ్ ప్రమాణం
  4. కేంద్ర లేదా రాష్ట్ర పౌర సేవా (సివిల్ సర్వీస్) ప్రవర్తనా నియమావళి 1964
- నిషేధాలు ఉన్నప్పటికీ సమాచార హక్కు గూర్చి ఒకవైపు ప్రభుత్వం మరొకవైపు పౌర సమాజం నిరంతరంగా ప్రయత్నాలు చేస్తూనే ఉన్నాయి. ఫలితంగా భారత పార్లమెంట్ 2005 వ సంవత్సరంలో సమాచార హక్కు చట్టం 2005 చేయడం జరిగి, అక్టోబర్ 12, 2005 నుండి అమల్లోకి వచ్చింది.
- ఈ చట్టం ప్రకారం దాఖలుచేయబడిన దరఖాస్తులకు ప్రభుత్వాధికారులు చట్టం నిర్దేశించిన సమయంలో సమాధానం ఇవ్వాలి. (పై చట్టాలను బూచిగా చూపకూడదు).
- ప్రభుత్వ ఉద్యోగి గా సమాచార హక్కు చట్టం గూర్చి తప్పనిసరిగా తెలుసుకోవాలి. ఎందుకంటే ఈ చట్టం ప్రకారం దాఖలయ్యే దరఖాస్తులను పరిష్కరించడానికి పౌర సమాచార అధికారికి ఆ కార్యాలయంలో పనిచేసే ప్రతి ప్రభుత్వోద్యోగి పూర్తిస్థాయిలో సహకరించాల్సి ఉంటుంది.

ఈ అభ్యాసనం తర్వాత అభ్యాసకులు

1. సమాచార హక్కు చట్టం చేయడంలో గల ఉద్దేశ్యాన్ని వివరిస్తారు.
2. సమాచార హక్కు చట్టంలో గల ఉమ్మడి (సాధారణ) పదాలు/భావనలు నిర్వచిస్తారు.
3. సమాచార హక్కు చట్టం ప్రకారం దరఖాస్తు చేయు విధానాన్ని వర్ణిస్తారు.
4. సమాచార హక్కు చట్టం ప్రకారం సమాచారం వెల్లడికి గల మినహాయింపులను వివరిస్తారు.
5. సమాచార హక్కు చట్టం ప్రకారం దరఖాస్తుదారుకి గల అప్పీల్ చేయు విధానాన్ని వర్ణిస్తారు.
6. సమాచార హక్కు చట్టంలో గల అపరాధ రుసుములను (పెనాల్టీలు) నిర్వచిస్తారు.

ఆ అభ్యాసనంలో గల విభాగాలు

విభాగం 1	సమాచార హక్కు చట్టం — ఉద్దేశ్యం
విభాగం 2	సమాచార హక్కు చట్టం — ఉమ్మడి పదాలు/భావనలు
విభాగం 3	సమాచార హక్కు చట్టం — దరఖాస్తు చేయు విధానం
విభాగం 4	సమాచార హక్కు చట్టం — దరఖాస్తుని పరిష్కరించే విధానం
విభాగం 5	సమాచార హక్కు చట్టం — వెల్లడి నుండి మినహాయింపులు
విభాగం 6	సమాచార హక్కు చట్టం — అప్పీల్ చేసుకునే విధానం
విభాగం 7	సమాచార హక్కు చట్టం — అపరాధ రుసుము విధించడం/పెనాల్టీలు

మొదటి విభాగం — సమాచార హక్కు చట్టం — ఉద్దేశ్యం

- సమాచార హక్కు చట్టం 2005 ఎందుకొరకు చేయబడింది?
  1. ప్రతి అధికార యంత్రాంగంలో పారదర్శకత, జవాబుదారీతనం తీసుకురావడం కోసం ;
  2. అధికార యంత్రాంగాల అదుపులో ఉన్న సమాచారాన్ని ప్రజలకు అందుబాటులోకి తెచ్చేందుకు ;
  3. పౌరులకున్న సమాచార హక్కుని చట్టబద్ధం చేయడం కోసం ;
  4. సమాచార హక్కు చట్టం సరిగ్గా అమలుచేయడానికై కేంద్ర మరియు రాష్ట్ర సమాచార కమిషన్స్ నెలకొల్పడం కోసం.
  
- సమాచార హక్కు చట్టం ఉద్దేశ్యాలు ఏమిటి?
  1. ప్రభుత్వ కార్యకలాపాల గూర్చి ప్రజలకు తెలియజేయడం
  2. పౌరులకు సాధికారికత కల్పించడం
  3. పారదర్శకత మరియు జవాబుదారీతనం పెంచడం
  4. అవినీతి తగ్గించడం
  5. ప్రజాస్వామ్య వ్యవస్థలో ప్రజల భాగస్వామ్యాన్ని పెంచడం
  
- సమాచారం గూర్చి తెలిసిన ప్రజలు ప్రభుత్వ పనితీరుని నిర్వంతరం గమనిస్తూ ఉంటారు మరియు ప్రశ్నిస్తూ ఉంటారు. తద్వారా ప్రభుత్వంలో జాగరూకత పెరిగి ప్రజలకు జవాబుదారీగా ఉంటారు.

రెండవ విభాగం — సమాచార హక్కు చట్టం — ఉమ్మడి/సాధారణ పదాలు/భావనలు

• సమాచార హక్కు అనగా

1. ఏ అధికార యంత్రాంగం నియంత్రణ కింద ఉన్న సమాచారాన్ని సమాచార చట్టం 2005 కింద పొందగలిగే హక్కు.
2. పనులనూ, పత్రాలనూ, లికార్డులనూ తనిఖీ చేసే హక్కు.
3. లికార్డులలో ఉన్న సమాచారాన్ని ఎత్తిరాసుకోవడం, వాటి ధృవీకరించబడిన కాపీలు మరియు నకళ్ళను తీసుకోవడం.
4. సమాచార సంపత్తి యొక్క ధృవీకరించబడిన శాంపిల్స్ తీసుకోవడం.
5. డిస్కెట్లు, ఫ్లాపీలు, టేపులు, వీడియో క్యాసిట్ల రూపంలోలేదా మరే విధమైన ఎలక్ట్రానిక్ రూపంలో ఉన్న సమాచారాన్ని పొందడం.
6. అలాంటో సమాచారం కంప్యూటర్ లో గానీ లేదా మరొకవిధమైన పరికరంలో గానీ నిక్షిప్తమై ఉంటే ప్రింట్-అవుట్స్ ద్వారా పొందడం

• సమాచారం అనగా

1. లికార్డులు
2. పత్రాలు
3. మెమోలు
4. ఇ-మెయిల్స్
5. అభిప్రాయాలు
6. సలహాలు
7. పత్రికా ప్రకటనలు
8. సర్క్యులర్లు
9. ఉత్తర్వులు
10. లాగ్-బుక్స్
11. కాంట్రాక్టులు
12. నివేదికలు
13. పేపర్లు
14. శాంపిల్స్
15. మోడల్స్
16. డేటా సహా ఎలక్ట్రానిక్ రూపంలో గల సమాచారం
17. మరే విధమైన రూపంలో ఉన్న సమాచారం
18. అమలులో ఉన్న మరే చట్టం ప్రకారమైనా ప్రభుత్వ యంత్రాంగం సంపాదించదగిన పైవేట్ సంస్థకి సంబంధించిన సమాచారం

- లికార్డు అనగా
  1. ఏదైనా పత్రం, రాత ప్రతి, పైలు
  2. ఏదైనా మైక్రోఫిల్మ్, మైక్రోఫిష్ (ఫైల్ చేయదగిన మైక్రోఫిల్మ్), (ఫ్యాక్స్) ఫాసిమైల్ ప్రతి
  3. మైక్రోఫిల్మ్ నుండి తీసిన చిత్రం లేదా చిత్రాలు (సైజు మారవచ్చు)
  4. కంప్యూటర్ లేదా మరే పరికరం ద్వారానైనా ఉత్పత్తి అయ్యే సమాచార సంపత్తి
  
- తృతీయ పక్షం అనగా అధికార యంత్రాంగం సహా సమాచారం కోసం అభ్యర్థించే పొరుడు కాకుండా ఉన్న ఇతర వ్యక్తి ఎవరైనా.



మూడవ విభాగం — సమాచార హక్కు చట్టం — దరఖాస్తు చేయు విధానం

- భారతీయ పౌరుడు ఎవరైనా సరే సమాచారం సంబంధిత అధికార యంత్రాంగానికి/పౌరసమాచార అధికారికి కొరకు ఆంగ్ల భాషలో గానీ/హిందీ భాషలో గానీ/స్థానిక భాషలో గానీ రాతపూర్వకంగా దరఖాస్తు చేయవచ్చు.

**సూచన:** తెలంగాణ రాష్ట్ర ప్రభుత్వంలో సామాచారం కొరకు దరఖాస్తు ఆన్-లైన్ లో సమర్పించే అవకాశం లేదు. ఈ అవకాశం కేవలం కేంద్ర ప్రభుత్వంలో మాత్రమే ఉంది.

- సమాచారం కోరే వ్యక్తి నిరక్షరాస్యుడైతే పౌర సమాచార అధికారి ఆయనకు సహాయం అందించాలి అనగా ఆయన చెప్పిన దానిని రాతపూర్వకంగా నమోదు చేసి ఆ దరఖాస్తుని స్వీకరించాలి.
- సమాచారం కోరే వ్యక్తి ఎందుకు సమాచారం కోరుచున్నాడు అని కారణాలు పౌర సమాచార అధికారికి/అధికార యంత్రాంగానికి చెప్పాల్సిన అవసరం లేదు.
- సమాచారం కోరే వ్యక్తి నిర్ణీత దరఖాస్తు రుసుముని చెల్లించాలి.
- దారిద్ర్య రేఖకు దిగువన ఉన్నవారికి దరఖాస్తు రుసుము చెల్లింపు నుండి మినహాయింపు ఉంటుంది. అంటే వారు దరఖాస్తు రుసుము చెల్లించాల్సిన అవసరం లేదు.
- సమాచారం కోసం అధికార యంత్రాంగానికి దరఖాస్తు అందినపుడు ఆ సమాచారం మరో అధికార యంత్రాంగానికి సంబంధించినది అయినట్లయితే ఆ దరఖాస్తుని ఆ అధికార యంత్రాంగానికి వీలైనంత త్వరగా, దరఖాస్తు అందుకున్న తర్వాత ఐదు రోజులకు మించకుండా, బదిలీ చేయాలి. అలా దరఖాస్తుని బదిలీ చేసిన విషయాన్ని దరఖాస్తుదారునికి రాతపూర్వకంగా తెలియజేయాలి.
- సమాచారం కోసం అధికార యంత్రాంగానికి దరఖాస్తు అందినపుడు ఆ సమాచారంలో అధిక భాగం మరో అధికార యంత్రాంగానికి సంబంధించినది అయినట్లయితే ఆ దరఖాస్తులోని సంబంధిత భాగాన్ని ఆ అధికార యంత్రాంగానికి వీలైనంత త్వరగా, దరఖాస్తు అందుకున్న తర్వాత ఐదు రోజులకు మించకుండా, బదిలీ చేయాలి. అలా దరఖాస్తుని బదిలీ చేసిన విషయాన్ని దరఖాస్తుదారునికి రాతపూర్వకంగా తెలియజేయాలి.

**సూచన:** ఈ అభ్యసనంలో ఐదవ స్లయిడ్ సమాచారం కోరుతూ వచ్చిన దరఖాస్తు బదిలీ అనేది తప్పుగా చెప్పబడింది. అందుకే దానిని సరిచేసి ఖైన వివరించడం జరిగింది.

నాల్గవ విభాగం — సమాచార హక్కు చట్టం — దరఖాస్తుని పరిష్కరించే విధానం

- సమాచారం కోసం అందిన దరఖాస్తుని సంబంధిత అధికార యంత్రాంగం/పౌర సమాచార అధికారి వీలైనంత త్వరగా, దరఖాస్తు అందిన నాటి నుండి 30 రోజులలోపు, నిర్ణయించిన రుసుము చెల్లించిన తర్వాత, దరఖాస్తుదారుడికి ఆ దరఖాస్తులో అడిగిన సమాచారం అందించాలి.
- దరఖాస్తుదారు కోరిన సమాచారం అందించడానికి అధికార యంత్రాంగం/పౌరసమాచార అధికారికి అయ్యే వ్యయాన్ని రుసుము రూపంలో దరఖాస్తుదారుడి నుండే వసూలుచేయడం జరుగుతుంది. ఈ వివరాలు తెలంగాణ ప్రభుత్వం జారీచేసిన సమాచార హక్కు (ఫీజు మరియు రుసుముల నియంత్రణ) నియమాలు 2005 లో ఇవ్వబడ్డాయి.
- పౌర సమాచార అధికారి/అధికార యంత్రాంగం సమాచారం ఇవ్వడానికి తిరస్కరించినపుడు దరఖాస్తుదారుడికి ఈ కింది సమాచారం రాతపూర్వకంగా ఇవ్వాలి ఉంటుంది.
  1. దరఖాస్తుని తిరస్కరించడానికి గల కారణాలు
  2. తిరస్కరణపై అపీలు చేసుకోవడానికి ఉన్న కాలపరిమితి
  3. అపీలు విచారించే అధికారి వివరాలు
- సమాచార హక్కు చట్టం ప్రకారం సమాచారం కోరుతూ వచ్చిన దరఖాస్తులను పరిష్కరించడానికి పౌరసమాచార అధికారికి గల సమయం

సందర్భం	కాలపరిమితి
సాధారణ సమాచారం కోరినట్లయితే	30/35 రోజులు *
తృతీయ పక్షం యొక్క సమాచారం కోరినట్లయితే	40 రోజులు
వ్యక్తి ప్రాణానికి మరియు స్వేచ్ఛకి హాని కలిగినపుడు	48 గంటలు

(\*పౌర సమాచార అధికారి — 30 రోజులు/సహాయ పౌర సమాచార అధికారి — 35 రోజులు)

ఐదవ విభాగం — సమాచార హక్కు చట్టం — వెల్లడి నుండి మినహాయింపులు

- సమాచార హక్కు చట్టం ఈ కింది సమాచారం వెల్లడించడంపై మినహాయింపు ఇవ్వడం జరిగింది.
  1. భారతదేశ సార్వభౌమాధికారం, సమగ్రతలపై ప్రతికూల ప్రభావం చూపించే సమాచారం.
  2. దేశ భద్రత, వ్యూహాత్మక, వైజ్ఞానిక, ఆర్థిక ప్రయోజనాలపై ప్రతికూల ప్రభావం చూపించే సమాచారం.
  3. విదేశాలతో సంబంధాలపై ప్రతికూల ప్రభావం చూపించే సమాచారం.
  4. ఏదైనా నేరాన్ని ప్రేరేపించే సమాచారం.
  5. ఫలానా సమాచారాన్ని ప్రకటించకూడదని/వెల్లడించకూడదని న్యాయస్థానం/ట్రైబ్యునల్ ఆదేశించిన పక్షంలో అలాంటి సమాచారం.
  6. సమాచార వెల్లడి న్యాయస్థానం ధికారణ కిందకు వస్తుందనుకుంటే అలాంటి సమాచారం.
  7. సమాచార వెల్లడి వల్ల పార్లమెంట్, రాష్ట్ర శాసనసభల యొక్క హక్కులను ఉలంఘించేదైతే అలాంటి సమాచారం.
  8. వాణిజ్యపరమైన గోప్యత, వ్యాపార రహస్యాలు, మేధోసంపత్తికి సంబంధించిన సమాచారం.
  9. సమాచార వెల్లడి వల్ల పోటీరంగంలో తృతీయ పక్షానికి హాని కలిగినట్లయితే అలాంటి సమాచారం.
  10. విశ్వాసబద్ధమైన సంబంధం లేని ఒక వ్యక్తికి అందుబాటులో ఉన్న సమాచారం.
  11. ఏదైనా విదేశీ ప్రభుత్వం నుండి విశ్వసనబద్ధంగా అందిన సమాచారం.
  12. సమాచార వెల్లడి వల్ల ఏ వ్యక్తి ప్రాణానికైనా/భౌతిక భద్రతకైనా హాని కలుగుతుందనుకుంటే అలాంటి సమాచారం.
  13. చట్టాల అమలు కోసం, భద్రతా ప్రయోజనాల కోసం గోప్యంగా సమాచారం అందించిన లేక సహాయపడిన వారి గుర్తింపునకు దారితీసే సమాచారం.
  14. దర్యాప్తు ప్రక్రియనూ, నేరస్థులను పట్టుకునేందుకు, ప్రొసిక్యూట్ చేసేందుకు అవరోధాలు కల్పించే సమాచారం.
  15. మంత్రిమండలి, కార్యదర్శులు, ఇతర అధికారుల సమాలోచనలు సహా క్యాబినెట్ పత్రాలు.
  16. ప్రజా కార్యకలాపాలు, ప్రజాప్రయోజనాలతో నిమిత్తం లేని వ్యక్తిగత సమాచారం.
  17. వ్యక్తుల వ్యక్తిగత జీవితాలలోకి తొంగిచూసే అవాంఛనీయ అవకాశం కల్పించే సమాచారం.
- సమాచార తిరస్కరణకు అవకాశం ఉన్న ఇతర సందర్భాలు
  1. సమాచారం అందించడం వల్ల రాజ్యానికి చెందినది కాకుండా ఒక వ్యక్తికి చెందిన కాపీ రైట్ ఉల్లంఘన జరిగే పక్షంలో.
  2. అడిగిన సమాచారం సమాచార హక్కు చట్టంలోని సమాచారం అనే నిర్వచనం కిందకు రానప్పుడు.

3. అడిగిన సమాచారం పెద్దమొత్తంలో ఉండి అధికార యంత్రాంగం యొక్క వనరులు వృధా అయ్యే సందర్భాలలో. (అయితే ఇలాంటి సందర్భాలు చాలా అరుదు)
4. అడిగిన సమాచారం ఇవ్వడం వల్ల సమాచారం యొక్క రక్షణ/భద్రత ప్రమాదంలో పడిన సందర్భాలలో.
5. ప్రభుత్వం నెలకొల్పిన ఇంటలిజెన్స్ మరియు భద్రతా సంస్థలకు సంబంధించిన సమాచారం అడిగిన సందర్భాలలో.

**సూచన:** విశాల ప్రజా ప్రయోజనాల దృష్ట్యా సమాచారాల వెల్లడి సమంజసమే అని సంబంధిత అధికార యంత్రాంగం యొక్క పౌర సమాచార అధికారి లేదా అప్లీలేట్ అధికారి భావిస్తే పై తిరస్కరణ కేటగిలీలో కలిగిన సమాచారాన్ని వెల్లడి చేయవచ్చు.

సమాచారం ఇచ్చేటపుడు పౌర సమాచార అధికారి తీసుకోవాల్సిన జాగ్రత్తలు

- సమాచారం కొరకు దరఖాస్తు రాగానే దరఖాస్తుదారు కోరిన సమాచారం సమాచార చట్టం ప్రకారం మినహాయించబడినదా కాదా అని పౌర సమాచార అధికారి పరిశీలించుకోవాలి.
- ఆ సమాచారం సమాచార హక్కు చట్టం ప్రకారం మినహాయించబడినది కాకుంటే, ఆ సమాచారాన్ని నిర్ణీత సమయంలో దరఖాస్తుదారుకి అందించాలి.
- ఆ సమాచారం సమాచార హక్కు చట్టం ప్రకారం మినహాయించబడినది అయితే, ఆ మినహాయింపు పూర్తిస్థాయిలో ఉందా? (సెక్షన్ 9 - కాపీ రైట్) లేదా పాక్షికంగా ఉందా? (సెక్షన్ - 8) అనే అంశాన్ని పరిశీలించాలి. పాక్షికంగా ఉన్న చోట ప్రజాప్రయోజనాల దృష్ట్యా సమాచారాన్ని వెల్లడి చేయవచ్చు.
- ఆ సమాచారం సమాచార హక్కు చట్టం ప్రకారం మినహాయించబడినది అయి, ఆ మినహాయింపు పూర్తిస్థాయిలో ఉంటే అలాంటి సమాచారాన్ని వెల్లడించకూడదు.
- ఆ సమాచారం సమాచార హక్కు చట్టం ప్రకారం మినహాయించబడినది అయి, ఆ మినహాయింపు పాక్షికంగా ఉంటే, ఆ సమాచారం వెల్లడించడం ప్రజాప్రయోజనాల దృష్ట్యా మంచిదా? కాదా? అనే విషయాన్ని పరిశీలించాలి.
- ఆ సమాచారం సమాచార హక్కు చట్టం ప్రకారం మినహాయించబడినది అయి, ఆ మినహాయింపు పాక్షికంగా ఉంటే, ఆ సమాచారం వెల్లడించడం ప్రజాప్రయోజనాల దృష్ట్యా సరైనది అయితే అలాంటి సమాచారాన్ని వెల్లడించాలి.
- ఆ సమాచారం సమాచార హక్కు చట్టం ప్రకారం మినహాయించబడినది అయి, ఆ మినహాయింపు పాక్షికంగా ఉంటే, ఆ సమాచారం వెల్లడించడం ప్రజాప్రయోజనాల దృష్ట్యా సరైనది కాకుంటే అలాంటి సమాచారాన్ని వెల్లడించరాదు.

- వెల్లడి నుంచి మినహాయింపు ఉన్న సమాచారం అన్న కారణంతో ఒక దరఖాస్తుని తిరస్కరించిన సందర్భంలో మినహాయించిన సమాచారం కాకుండా ఆ లికార్డులో ఉన్న ఇతర సమాచారాన్ని విడదీసి చూపగలిగిన పక్షంలో అలాంటి సమాచారాన్ని దరఖాస్తుదారునికి అందించవచ్చు.

**ఆరవ విభాగం — సమాచార హక్కు చట్టం — అప్పీల్ చేసుకునే విధానం**

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- సమాచారం కోరిన వ్యక్తి అప్పీలు దాఖలు చేసే సందర్భాలు

1. దరఖాస్తుని తిరస్కరించినపుడు;
2. కోరిన సమాచారాన్ని ఇవ్వనపుడు;
3. కోరిన సమాచారంలో కొంతభాగమే ఇచ్చినపుడు;
4. నిర్దేశిత సమయంలోగా అడిగిన సమాచారం ఇవ్వనపుడు.
5. మొదటి అప్లికేట్ అధికారి నిర్ణయంతో సంతృప్తి చెందనపుడు రెండో అప్లికేట్ అథారిటీ (కేంద్ర లేదా రాష్ట్ర సమాచార కమిషన్) కి అప్పీలు చేసుకోవాలి.

- పై సందర్భాలలో దరఖాస్తుదారుడు నిర్దేశిత సమయం ముగసిన తర్వాత లేదా పొర సమాచార అధికారి నిర్ణయం అందుకున్న నాటి నుండి 30 రోజులలోగా సంబంధిత అధికారి యంత్రాంగంలో నిర్దేశించబడిన మొదటి అప్లికేట్ అధికారికి లేదా పొర సమాచార అధికారి పైస్టాయిలో సీనియర్/ఉన్నత హోదాలో ఉన్న అధికారికి అప్పీలు చేసుకోవాలి. (మొదటి అప్పీలు)
- ఎవరైనా పొర సమాచార అధికారి తృతీయ పక్షానికి సంబంధించిన సమాచారాన్ని వెల్లడి చేయాలని నిర్ణయించిన సందర్భంలో సంబంధిత తృతీయ పక్షం కూడా మొదటి అప్లికేట్ అధికారికి సదరు నిర్ణయంపై అప్పీలు చేసుకోవచ్చు.
- మొదటి అప్లికేట్ అధికారి నిర్ణయం తీసుకోలేని పక్షంలో నిర్ణయం తీసుకొని ఉండాలిన తేదీ నుండి 90 రోజులలో (కేంద్ర/రాష్ట్ర సమాచార కమిషన్ ముందు అప్పీలుకి వెళ్ళవచ్చు. (రెండవ అప్పీలు)
- మొదటి అప్లికేట్ అధికారి తీసుకున్న నిర్ణయంతో సంతృప్తి చెందనట్లయితే ఆ నిర్ణయం అందిన నాటి నుండి 90 రోజులలో కేంద్ర/రాష్ట్ర సమాచార కమిషన్ ముందు అప్పీలుకి వెళ్ళవచ్చు. (రెండవ అప్పీలు)
- తృతీయ పక్షానికి సంబంధించిన సంఘచార వెల్లడిపై వచ్చే అప్పీల్స్ లో సంబంధిత తృతీయ పక్షానికి తన వాదనలు వినిపించుకొనే అవకాశం ఇవ్వాలి.
- ఏ అప్పీలు విచారణలోనైనా సమాచారం కోసం వచ్చిన అభ్యర్థనని తిరస్కరించడం న్యాయబద్ధమే అని నిరూపించాల్సిన బాధ్యత ఆ దరఖాస్తు తిరస్కరించిన అధికారి యంత్రాంగంపైనే ఉంటుంది.
- ఏ అప్పీలునైనా అది అందుకున్న తేదీ నుండి 30 రోజులలోగా పరిష్కరించాలి.

**ఏడవ విభాగం — సమాచార హక్కు చట్టం — పెనాల్టీలు (అపరాధ రుసుము విధించడం)**

- పెనాల్టీ విధించే సందర్భాలు

1. సహేతుక కారణం లేకుండా సమాచారం కొరకు వచ్చిన దరఖాస్తుని తిరస్కరించడం.
  2. సహేతుక కారణం లేకుండా నిర్దేశిత కాలపరిమితిలోగా సమాచారం ఇవ్వకపోవడం.
  3. సమాచారం కోసం వచ్చిన దరఖాస్తుని దురుద్దేశ్యంతో తిరస్కరించడం.
  4. తెలిసి కూడా తప్పుడు, అసంపూర్తి, తప్పుదోవ పట్టించే సమాచారం అందించడం.
  5. దరఖాస్తులో కోరిన సమాచారాన్ని ధ్వంసం చేయడం.
  6. మరేవిధంగానైనా సమాచారం ఇవ్వకుండా అడ్డుపడడం.
- పై సందర్భాలలో తాను సహేతుకంగా, జాగ్రత్తగానే వ్యవహరించానని నిరూపించుకునే బాధ్యత సంబంధిత పౌర సమాచార అధికారిపైనే ఉంటుంది.
  - పై సందర్భాలలో సంబంధిత పౌర సమాచార అధికారి దోషిగా నిరూపితమైన పక్షంలో దరఖాస్తు తీసుకోనేవరకు లేదా సమాచారం అందించే వరకు సమాచార కమిషన్ ఆ పౌర సమాచార అధికారిపై రోజుకు 250 రూపాయల చొప్పున గరిష్టంగా 25,000 రూపాయల వరకు జరిమానా విధించవచ్చు.
  - పై సందర్భాలలో సంబంధిత పౌర సమాచార అధికారి దోషిగా నిరూపితమైన పక్షంలో వారికి వర్తించే సర్టిఫైడ్ నిబంధనల ప్రకారం వారిపై క్రమశిక్షణ చర్యలు చేపట్టాల్సిందిగా సమాచార కమిషన్ సిఫారసు చేయాలి/చేస్తుంది కూడా.

#### ఇతర నిబంధనలు

- సమాచార హక్కు చట్టానికి అనుబంధంగా గల రెండో షెడ్యూల్ లో పేర్కొన్న ఇంటలిజెన్స్, భద్రతా సంస్థలకు, ఆ సంస్థలు ప్రభుత్వానికి సమర్పించే ఎలాంటి సమాచారానికి ఈ చట్టం వర్తించదు. అయితే ఈ సంస్థల్లో అవసరమైన ఆరోపణలు, మానవ హక్కుల ఉల్లంఘనకు సంబంధించిన సమాచారం విషయంలో మాత్రం సమాచార చట్టంలోని నిబంధనలు వర్తిస్తాయి.

**MODULE-III**

**Financial Management and  
Accounts Procedures**





# The Telangana Treasury Code

-JVN RAJANIKANTH, SL(ATW)

Constitutional Binding: Article 283(2) of Constitution of India empowered the Governor to form AP treasury rules.

*{Art.283(2): Custody, etc., of Consolidated Funds, Contingency Funds and moneys credited to the public accounts: The custody of the Consolidated Fund of a State and the Contingency Fund of a State, the payment of moneys into such Funds, the withdrawal of moneys therefrom, the custody of public moneys other than those credited to such Funds received by or on behalf of the Government of the State, their payment into the public account of the State and the withdrawal of moneys from such account and all other matters connected with or ancillary to matters aforesaid shall be regulated by law made by the Legislature of the State, and, until provision in that behalf is so made, shall be regulated by rules made by the Governor of the State}*

Treasury code contains two volumes – Volume-I and II

Volume-I has three parts

Part-I : A.P. Treasury rules (TR.1 to TR.42)

Part II : Subsidiary rules and Executive instructions under AP Treasury Rules

Part III : Miscellaneous statutory rules and executive instructions.

Volume-II has two parts

Part -I : 27 Appendices

Part- II: 109 Forms

## Volume-I

### Section-I

**TR.1:** These rules may be called the “Andhra Pradesh Treasury rules”

### Section-II

#### **TR.2:** Definitions

State -state of Andhra Pradesh

The Governor -Governor of Andhra Pradesh

The Government -Government of Andhra Pradesh

Government servant -any person serving with the affairs of the state (salaried or not), every person who is authorized to receive, carry, keep, spend money on behalf of Government

Treasury- any treasury of the state

Bank- RBI or any agency/branch of RBI/any bank designated by RBI

Collector- Head of the district

Accountant General- Head of the office of audit, who keeps the accounts of state and exercises audit functions on behalf of CAG of India.

Finance Minister- Minister to whom the business of finance of state is allocated by Governor.

Cheque - written order addressed by the Drawer to a bank/treasury to pay a sum of rupees to the payee.

DTA- head of T & A department

### Section-III

#### **TR.3:** Location of Moneys in Govt. Account

Moneys standing in the Government account shall be either in Treasury or in Bank.

Instruction 2: A state bank branch should be kept open even on a holiday on the request of the Collector for conducting the business.

### Section-IV

#### General System of Control over treasuries

**TR.4:** District treasuries: There shall be one treasury for each District in general. The immediate executive controller shall be the District treasury Officer who shall be subordinate to the Director of treasuries and accounts. The Inspection of treasuries by the officers of Indian Audit Department shall not relieve the DTA of his responsibilities for management and inspection.

SR.2: The DTA shall inspect the District treasury at least once in six months.

SR.4: when a Treasury irregularity is brought to the notice of DTA by AG, DTA shall order for investigation to fix up the responsibility for irregularity and ensure steps to avoid repetition of such irregularity. The investigation report shall be submitted to AG.

SR.5: The Treasury officer shall attend to the day to day administration of the treasury in accordance with the treasury rules and instructions of AG and the Government.

SR.6: The Treasury officer shall see that no favoritism is shown to any one in regard to the facilities for doing business at treasury.

Instruction 4: The Director of treasuries and accounts should examine the stocks and stamps at least once in every six months.

He should also examine the safe custody articles at least once in a year.

Instruction 5: The Director of Treasuries and accounts should examine the deposit registers at least once in a half year.

**TR.5:** Sub Treasuries: establishment of one or more sub treasuries under a District Treasury.

SR.1: There shall be *ordinarily* be a sub treasury at the headquarters of every Tahsildar

SR.4: The sub Treasury Officer shall be *personally* responsible to the District Treasury Officer for accounting of all transactions carried out at the sub treasury.

SR.12: The District Treasury Officer should conduct the technical examination of sub treasuries at least once in calendar year

SR.13: Sub treasuries will be inspected by an officer of the Indian Audit department, if circumstances render it necessary.

Instruction 13: The monthly accounts prescribed by the AG shall be rendered to the District treasury Officer by 7<sup>th</sup> of succeeding month

**TR.6:** Accountant General: AG works as per Audit manual under the control of CAG.

Section-V

**TR.7:** Payment of moneys into Government account: All moneys received by or rendered to Government servants in their official capacity shall be credited to treasury/bank without undue delay. Any amount received by a department on Government account shall not be kept out of the account.

Direct appropriation of departmental receipts for departmental expenditure is not permitted except in certain cases {specified in TR.7 (2) (a) to (t)}

**TR.8:** DELETED

**TR.9:** A Government servant may not deposit moneys withdrawn from a Government Account in a bank, except with the special permission from the Government.

**TR.10:** Payment of Money into Government Account (receipt)

The Challan shall be presented to the Treasury Officer who shall enforce it with an order to the bank to receive the amount. The challan shall contain proper accounts classification of the credit.

SR.2(b): Unless specified otherwise in the rules/departmental codes, any amount below Rs.50/- payable to Government account should ordinarily be collected by the Departmental officer concerned with a receipt in APTC Form-7 in return.

Clarifications on SR.2(b): (Memo: 31925-C/305/TFR/89 fin dt.7-2-1990)

- 1) Where it is not possible to collect the amount below Rs.50/- in cash, the amount can be realized by DD drawn in favour of departmental officers; those DDs shall be deposited in bank in at convenient intervals along with a challan for remittance into Government Account.
- 2) The amounts deducted towards APGLI, GIS etc. may be paid through challan even though amount is less than Rs.50/-
- 3) There shall be no limit for remittance of amounts by departments into treasuries even it is below Rs.50/-

SR.6: If original receipt is lost by the private party, then a certificate may be given that certain sum is received on certain Government account against a fee of Rs.10/- for every certificate.

Instruction 3-A: when government dues are paid by Cheque. Then the date of actual realization of amount into the government account shall be treated as date of payment and not the Cheque issued date or date of presentation of the Cheque in the treasury.

### **Challans:**

SR.10: Challan shall be presented in triplicate for all purposes for paying money in Government account in APTC form 10 revised as per GO Ms No.87 F&P (FW.TFR) dept. 31.10.2002

b) When payment made to Government is to be credited to more than one head of account, a separate challan shall be used for each head.

Instruction.9: When challan is to be used for repayment of a loan or advance, separate challans shall be presented for principal and interest amounts.

SR.13 & instruction.33: Numbering of challans: The register of challans passed for remittance shall be maintained for each department separately and bear separate serial of numbers.

SR.19: when a private person desires to pay amount into bank, the Challan shall be presented to treasury for enfacement; if found correct, the treasury officer shall append his initials along with the words-“Entered-Correct” on all the parts of the challan. The challan is then taken to bank by the party and amount is credited. The banker gives the original part of the challan as a receipt and the remaining two portions i.e., duplicate and triplicate copies are sent to treasury along with the daily account.

A challan so endorsed by the treasury officer is valid for fourteen days only or a date preferred by department after which the challan shall be revalidated by the treasury department for presentation at the bank.

## Section-VI

### **TR.11: Custody of Moneys in the Government Account:**

SR.1: Moneys received by a Government servant on behalf of Government and not remitted into treasury shall be kept in a cash chest, which shall be kept in the personal custody of the Government servant. The key of the chest shall be kept in his personal custody and the duplicate key shall be kept in the treasury. If the moneys deposited so large then double locks of different pattern shall be used and the keys shall be kept at the custody of two different Government servants.

The iron safe used for custody of moneys shall be embedded in masonry, if possible.

SR.2: Every day Head of the office shall verify the cash book balance with that of cash on hand by counting.

SR.2(c): When the head of the office is away from headquarters, the head of the ministerial section shall maintain the cashbook. The head of the office shall verify the balances as soon as he returns from tour.

### **Strong Room**

SR.3: The Treasury officer and the treasurer shall be physically present at the time of opening of the double lock strong room and shall remain there till it is closed. The Treasury officer shall hold one of the key of the two padlocks placed on the entrance to the strong room and the other key shall be with the Treasurer.

Instruction.4: No place shall be used as a strong room unless it is first certified to be secure and fit for use as such by an officer of the Public Works Department not below the rank of an Executive Engineer.

*Instruction 4(c): Every strong room should be inspected once in every three years by the Executive Engineer or by an experienced*



*Assistant Engineer or upper subordinate holding sub divisional charge deputed by the Executive Engineer for the purpose and the Treasury Officer should obtain a certificate of Safety from the Inspecting Officer after every three years of inspection.(G.O Ms. 6 Fin(TFR) Dept dated 21.01.2011 orders wef 01.04.2011)*

Instruction 4(d): The district Superintendent of police shall record an order prescribing the positions of the sentries and may also require any additional precautions to be taken in the strengthening of fastenings, burning of lights, etc.

Instruction 4(e): The copies of the latest certificates obtained from the concerned officers mentioned in instructions 4(c) and 4(d) above shall be hung up in a conspicuous space inside the strong room.

Instruction 4(f): The doors and windows of the strong room shall remain permanently closed and locked, except during the time necessary for moving coin or other valuables into or out of it.

Pad locks and Duplicate Keys:

Instruction 5: A register of all padlocks belonging to the District and Sub-treasuries shall be maintained in APTC Form No. 26.

The duplicate keys of all padlocks used in District treasury and sub treasuries shall be exchanged once in three years during annual inspection.

(b) Every padlock shall have a number impressed upon it, or attached to it by a metal or other label, and the same number shall be impressed on or attached to each key belonging to it. No two padlocks in the same district shall bear the same number.

(d) No local mechanic shall ever be allowed to repair a treasury padlock or to make a new key for one.

If a key is lost, the DTO shall report to DTA. No padlock of which a key is lost shall be used again unless its levers are altered by superintendent, Public works workshop, Sitanagaram.

SR.8(a): A register shall be maintained by the Treasury officer showing the names of all persons entering the strong room each time with time of entry and leaving including himself. The register shall be kept in a locked receptacle inside the strong room. The treasury officer shall initial it before closing the strong room.

Instruction 19: The following articles should be kept in safe custody in the Treasury:

- (a) Sealed boxes containing valuables from civil courts
- (b) Sealed boxes containing the double lock keys of the cash chests and strong rooms of banks
- (c) Sealed packets containing the keys of iron safes and cash chests of other Government institutions

Instruction 20: No cash chest or a packet containing valuables shall be received at a treasury unless it is properly sealed. The treasury officer shall issue a receipt for accepting the sealed box and not for the contents present in the box.

The treasury officer should insist for the receipt while returning the sealed box to the depositor. In case of loss of the original receipt, the departmental officer shall submit a written declaration to the effect that the safe custody article will not be claimed if the receipt lost is traced subsequently.

The Treasury officer shall maintain a safe custody article register in form 19.

Note: In case where the safe custody article has not been withdrawn from the treasury after lapse of three years, a penal rent of Rs.25/- shall be levied from the departmental officer per article per annum. (G.O.Ms No. 282 fin Dt. 21.11.1991)

If any article is unclaimed for a period of Ten consecutive years then the fact shall be published in the Gazette allowing time for disposal. After that the sealed articles shall be opened in presence of DTA, DTO. If the sealed box contains:

- i) Gold/silver- shall be sent to central excise Dept.
- ii) Currency notes- shall be credited to Government account
- iii) Soiled/uncurrent notes- shall be sent to RBI for destruction
- iv) Keys- shall be sent to PWD work shop for destruction.

## Section-VII

**TR.12:** Withdrawal means the drawl of funds from Government account for disbursement.

**TR.13:** Moneys may not be withdrawn from Government account without written permission of Treasury officer/officer of Indian Audit Department authorized by AG.

**TR.14:** AG may permit withdrawal for any purpose.

**TR.15:** A treasury officer may permit withdrawal for the following purposes:

Dues from Government to drawing officer;

To provide drawing officer to meet claims likely to be presented in future by government servants and private parties.

To make payments due from Government to private parties

To pay sums to drawing officers on account of permanent advance.

**TR.16:** Drawl of funds from Government accounts

**SR.1:** A bill drawn by a Government servant shall be signed or countersigned by the DDO.

**SR.2(a):** The Correct classification up to seven tier (major, sub major, minor, sub major, group sub, sub, detailed, sub detailed) head of account shall be noted on the bill.

SR.2(b): Every bill shall be prepared in the form prescribed in Treasury code.

(FINANCE (TFR) DEPARTMENT G.O.Ms.No.75 , Dated:03-04-2014)

SR.2(c): The designation and seal of the DDO shall be duly affixed below the signature of DDO.

The spaces left blank in the money column of the bill shall be invariably be covered in oblique lines.

The bill should contain protective endorsement *in red ink* expressed in whole rupees slightly in excess of the total amount of the bill.

SR.2(d): The alterations/ corrections in the bill shall be attested in full by the DDO.

DDO should cancel the incorrect entry in red ink and insert correct entry. Overwriting the incorrect entry is prohibited (Art.323 APFC Vol.I)

SR.2(e): Separate bills shall be presented for more than one major head, plan and non plan.

SR.2(f): Claims for which no form is prescribed shall be made in form 40.

SR.2(g): Rounding off the Transaction:

Pay and allowances shall be rounded off for each item. 50 paise and above rounded to the next rupee and below 50 paise shall be ignored.

Pension/CVP/DCRG related amounts shall be rounded off to next rupee.

Interest amounts, challans by private parties, bills for recoupment of PA shall be made in whole rupee.

(Memo No.18877/231/TFR/89 Fin&Plg. Dt 4.2.1990 & Art 320 APFC Vol.I)

SR.2(h): No bill or voucher shall be signed by a clerk for head of the office. The Head of the office may delegate the powers to his sub ordinate Gazetted officer. This delegation of powers shall not relieve the head of the office from his responsibility for the accuracy of the bills and disbursement of money.

SR.2(j): sanction order particulars shall be entered in the bill and a copy of it shall be attached to the bill.

SR.2(l): Deductions made in a bill shall be supported by schedules in prescribed form.

SR.2(r): A fee of Rs. 10/- shall be levied for each certificate issued to payee in the event of loss of original bill/voucher.

SR.2(s): Every receipt for sum exceeding Rs. 5000/- shall be duly stamped by revenue stamp of Rs.1/-

SR.2(t): DDO shall send his specimen signature to the treasury on which he draws bills, duly counter signed by a superior officer whose signatures are available with treasury.

SR.2(w): when payment is made through a messenger, form 101 containing the specimen signature of the messenger duly attested by DDO shall be enclosed to the bill.

SR.3(b) and SR.12: For first drawl of Pay and allowances of a person recruited directly or re-employed after resignation, health certificate shall be attached to the bill. Last pay certificate shall be attached to the bill where ever necessary.

SR.3(d): A travelling allowance bill shall be counter signed by the controlling authority.

SR.6: Executive Instruction: The office copy of the pay bills shall be maintained in APTC form 109 for each financial year and it is a permanent record in the office.

SR.11: Absentee statement shall be attached to the pay bill in form 48, if any person is absent to duty either on leave (other than CL) , or on Deputation, suspension etc.,

SR.13: Periodical increment certificate in Form 49 shall be enclosed to the pay bill.

SR.14: Arrear pay shall be drawn in a separate bill and not in regular pay bill.

DDO shall record the following certificates along with arrear claims with dated signature

- 1) That no part of the amount claimed in this bill has been claimed previously and
- 2) That a note of the arrear claim has been recorded in the office copy of the pay bills.

SR.18(b): A Gazetted head of the office may draw contingent bills. He may delegate the powers to his sub ordinate Gazetted officer. (Exceptions are given in APTC Vol.II appendix.13 in regard to Non Gazetted Government servants)

SR.18(d): Abstract contingent bills shall be presented in Form 57. He shall attach a certificate that the detailed bill of the previous AC bill has been submitted to the controlling officer for counter signature already and shall specify the date of dispatch of the same.

SR.18(e): Fully vouched bills for contingent expenditure shall be presented in form- 58. All sub vouchers exceeding Rs.1000/- shall be enclosed to the bill and vouchers not exceeding one thousand rupees shall be retained in the office and a certificate to that effect be appended on the bill.

SR.19: Directions for preparing contingent bills:

Head of account related to contingent expenditure shall be entered.

Charge debitable to more than one head shall not be claimed in a single bill.

Prescribed certificates for contingent expenditure shall be appended on the bill.

SR.20: Works expenditure charged as contingent expenditure: charges on account of petty works and repairs allotted to departments other than public works shall be drawn in form 59.

When a bill contains payments for labour engaged departmentally, the DDO shall certify that the amount charged was paid on muster rolls maintained as per rules.

Instruction.7: For every two years, a certificate from the executive engineer that suitable Government building is not available and the rent charge is reasonable shall be obtained. It shall be enclosed to the bill preferred in Treasury.

SR.26: Compensation awarded by courts out of fines to injured parties: When a court orders for payment of compensation to injured party of an amount kept in Treasury, the payment order shall clarify that-

1. The compensation order has been confirmed by the appellate court.
2. The payment order is in confirmation with the modification orders issued, if any, by the appellate court.
3. The appeal time is expired and no appeal has been preferred in the appellate court for revision of payment order.

SR.27: Bills for refund of revenue: Bills for refund of revenue shall be preferred in form 62. Every refund shall be noted against the original receipt entry in the departmental accounts. A certificate to the effect that 'the refund is in agreement with the departmental rules' shall be furnished in the order of sanction.

Note: the order of refund is valid for a period of three months from the date of sanction except provided otherwise in the departmental manuals.

(also see Art. 32-35 of APFC Vol-I)

SR.28: Loans and advances: Particulars of order of sanction shall be written on every bill claimed for a loan or advance.

SR.31: Deposit repayments: Deposit repayments shall be preferred in Form 62.

Deposits which are credited to Government under Article 271 of APFC Vol-I cannot be paid without the sanction of Accountant General. After the Accountant General has sanctioned, the repayment may be claimed at the Treasury.

Note: Sanction for payment issued by AG is valid for three months.

Instruction.19: When a deposit head of account is changed from one head to another form 66 shall be used.(like lapsed deposits)

SR.32(c): The treasury officer shall not accept any document bearing erasure. He shall return such document/bill to DDO and inform him to present a fresh one.

SR.32(e): The Treasury officer shall use a book of counterfoil forms in form 69 for communication of objections to DDOs. The DDO shall furnish reply on the third part and retain the second part in his office. The treasury officer shall paste the slip on the



corresponding original copy in the book of objections. Such objections shall not be written as endorsements on the bill.

SR.32(i): An endorsement on contingent bill shall lapse three months after the date of endorsement or financial year whichever is earlier.

SR.32(P): Fraudulent repayment of deposits- certain instructions: While preferring the refund bill of deposits the following instructions shall be followed.

(Memo no. 11325-B/141/A1/TFR/91 dt, 10.12.1991)

1. Only DDOs whose specimen signatures are available with treasury should authenticate the refund sanction orders
2. Challans and sanction orders shall be retained till one year from the date of refund.
3. The refunds of the revenue deposits shall be made only to those persons who originally credited the moneys/ to their legal heirs.
4. Refund bill should not be endorsed in favour of the depositors but only a DD/bankers drafts delivered to depositors.

SR.34(1): the last pay and allowances (retirement, resignation, dismissal etc.) of a Gazetted Government servant shall not be paid unless the DDO satisfies himself that there are no dues to Government from the Government servant.

Payments due to a deceased Government servant shall be made to legal heirs in accordance with Art. 80 of APFC Vol-I.

*{Art. 80 APFC Vol-I: Pay, leave salary and other emoluments can be drawn for the day of a Government servant's death; the hour at which the death takes place does not affect the claim.*

*Pay, etc., due to and claimed on behalf of a deceased Government servant may be paid without the production of the usual legal authority:—*

*(i) if the gross amount of the claim does not exceed Rs. 5,000 under orders of the Head of the Office, in which the Government servant was employed at the time of his death provided that the Head of the Office is otherwise satisfied about the right and title of the claimant;*

*(ii) if the gross amount of the claim exceeds Rs. 5,000 under orders of the Government on execution of an indemnity bond (Form 6) duly stamped for the gross amount due for payment, with such sureties as may be deemed necessary.*

*If there is any doubt as to the claimants' legal right to the amount, payment should be made only to the person who produces legal authority}*

(2) Recoveries of excess payments made to a Government servant shall be adjusted against last pay and allowances or leave salary due to him. If the amount due to Government exceeds the amount payable to Government servant then written consent of the employee shall be taken to recover the amounts from his pension in installments. If he refuses to do so then legal action may be initiated.

Instruction.33: Treasury bills book/register of bills: The Treasury Bills book shall be maintained in form 70 and shall be presented to treasury along with each bill. The Treasury officer should not pass any bill if presented without treasury bills book.

Note: Form 70A shall be used in PAO.

Certificates to be recorded when a new bills register is brought into use:

a) Certified that this Treasury Bills Book/Register of Bills contains pages serially numbered from \_\_\_\_ to \_\_\_\_ and brought into use with effect from \_\_\_\_ (in words).

b) Certified that I am presenting the bills in the Pay & Accounts Office/Dist./ Sub-Treasury through this Register of Bills/

Treasury Bills Book only, and I have personally satisfied myself that no other Register of Bills/Treasury Bills Book is currently in use for presenting the bills at the PAO/ Dist./Sub-Treasury”.

C) Certified that I have personally satisfied myself that all the bills presented through this Register of Bills/Treasury Bills Book have been either en cashed or returned by the PAO/ Treasury Officer and have been properly and completely accounted for. This register is closed and kept under my personal custody.

To prevent presentation of fraudulent bills at treasury, the register shall be reviewed bi- weekly by the DDO concerned in the form of abstract as below:

(GO Ms.71 Fin(Accts II) dt.6-6-1979)

(1) Opening balance

(2) Bills sent during 1<sup>st</sup> half/2<sup>nd</sup> half of the week (from \_\_\_\_\_ to \_\_\_\_\_)

(3) Total (1+2)

(4) Bills passed during 1<sup>st</sup> half/2<sup>nd</sup> half of the week (from \_\_\_\_\_ to \_\_\_\_\_)

(5) Balance(3-4)

(6) Brief reasons for pendency

Instruction.38A: Payment of net proceeds of entertainment tax to panchayats: The commercial tax officer after reconciling the departmental figures with treasury shall issue proceedings sanctioning the allocation of entertainment tax amounts to panchayats and other local bodies.

Instruction.38B: Payment of net surcharge on Stamp duty, professional tax, compensation and Grants due to panchayats: The sub registrar shall prefer bills to treasury in triplicate based on the authorization of the District Registrar. The triplicate copy shall be forwarded to district panchayats officer.

Out of the amount 5% shall be credited to registration department and out of remaining 95%- 3/5<sup>th</sup> will go to village panchayats, 1/5<sup>th</sup> to mandal praja parishads and 1/5<sup>th</sup> to Zilla parishads.

SR.39: Cheques obtained from a particular District treasury cannot be used outside that District. Separate cheque books shall be used for District Treasury and sub treasury.

SR.49: Time - expired cheques: If a Cheque, which is expired as it is not presented at the treasury within three months from the month following the month of issue, shall be returned to the DDO, he shall destroy it and then issue a new cheque in the place of it. On the counter foil old and new cheques cross entries shall be recorded.

***\*\*A Government cheque shall be payable at any time within one month from the date of issue. (G.O.Ms No.1174 fin dt.03.07.2001)***

SR.50:Lost- cheques: When a DDO identifies that the cheque issued by him is lost, he shall report the same to the concerned Treasury officer and request him to stop the payment on it. The treasury officer then shall send a certificate to DDO that the requested cheque has not been paid duly obtaining confirmation certificate from the Bank. On receiving the letter from the Treasury Officer, DDO shall cancel the original cheque and issue a new one. While issuing a fresh cheque to a private party, an indemnity bond shall be obtained in APTC form 107.

SR.51: Cancelled cheques: If a cheque is cancelled for any reason then the DDO shall destroy it if it is in his possession, otherwise the procedure mentioned in SR.50 shall be followed.

Instruction.40(b): A DDO who requires a fresh cheque book shall sign and send the printed requisition form available at the last page of previous cheque book to the treasury officer concerned.

Only one cheque book shall be issued on one request from the DDO.

Exception: The registrar of Andhra University is permitted to obtain more than one cheque book at a time.

Instruction.41: The cheque book shall be invariably kept in the personal custody of the DDO.

Instruction.43: when a pass book or list of cheques cashed is maintained in from 73, it shall be in the custody of DDO except when it is taken to a treasury officer for monthly reconciliation.

Instruction.56: Treasury bill book need not be presented at the bank for payment of a bill.

SR.57(d): The bank shall make payment strictly in accordance with the pay order of the treasury officer, however, the bank will not disburse payments unless satisfied by the identity of the person receiving the payment as per form 101.

SR.57(e): Payment orders issued by the treasury officer shall be valid for 5 working days of the bank, after that bank shall refuse to make payment until the order is revalidated by the treasury officer.

#### **TR.17: Special Instruction to Treasury officers**

Instruction.1: A treasury officer is authorized to pass the pay bills of Gaz. Officers and non Gaz. Establishment which involves payment not covered by sanction when temporary establishments have been continued beyond the period covered by original sanction, **up to three months**, provided the head of the office attaches a certificate counter signed by the controlling authority stating that the continuation is awaited.

Instruction.4: The bill in which the final withdrawal of GPF is made shall not contain the claims of more than one subscriber to the fund.

Instruction.5: The Treasury Officer should note, all the authorizations received from AG in a register and the fact of the payment made should be recorded against the relevant entry before payment is actually made.

The original authorization issued to the party shall be attached to the bill. In the event of loss of original authorization of the party or T.O, the matter shall be referred to AG for issue of duplicate authorization on furnishing a certificate of non- payment. In the event of authorization being lost by payee, he should attach a certificate of non-payment by treasury along with his application to AG.

**TR.18:** A treasury officer should not undertake on behalf of the claimant any correspondence with any authority in regard to a claim which he considers to be disputable.

**TR.19:** A payment shall be made in the district, in which the claim arises, except as provided by rule 20 and 21.

Instruction.1(f): a Government servant who is transferred may be allowed to draw advance pay at the new station within one month of his join, if LPC shows that no such advance has been taken at old station.

**TR.20:** The leave salary of a Government servant shall be drawn from the treasury from which his pay could be drawn if he was on duty.

**TR.21:** Pensions payable in India may be paid in any district of the State.

**TR.22:** Interest bearing advances sanctioned to Gaz officers viz. HBA, Advances for purchase of conveyances etc., may be paid without authorization from AG.

**TR.23:** A treasury officer may not permit any withdrawal of pay and allowances of a Govt servant to whom he has granted last pay certificate, unless the certificate is first surrendered.

**Instruction.1:** In case of arrears due to Government servant at old station, the Drawing officer at new station shall prepare the arrear statement based on LPC and send the same to the earlier parent officer. The parent officer shall check the correctness of the statements, record a note of the arrears in his office copies and return the statement to the new drawing officer, who shall claim the arrears.

**TR.24:** The treasury officer shall be responsible to the Accountant General for acceptance of the validity of a claim against which he permitted the withdrawal and for the evidence that the payee has received the sum withdrawn.

**TR.25:** The treasury officer shall obtain sufficient information as to the nature of every payment he is making and shall not accept a claim which does not formally present that information unless there are valid reasons, which shall be recorded in writing, for omitting to require it.

**TR.26:** A Treasury officer may correct an arithmetic inaccuracy or an obvious mistake in any bill presented to him, but shall intimate to the drawing officer any correction which he makes.

**TR.27:** Collectors, in urgency e g., floods, earthquake etc., by an order in writing authorize and require a T.O to make a payment. The expenditure so incurred shall be reported to AG.

### **Instructions to Drawing officers**

**TR.28:** A Government servant who is authorized to draw moneys on cheques shall notify the bank/treasury, the serial number of Cheque book and the number of leaves it contains.

**TR.29:** When a Government servant who is authorized to draw /countersign the cheques/bills shall send a specimen signature of the relieving officer to treasury and bank.

Instruction.3: The treasury officer shall keep the specimen signatures of the Government servants who draws bill on his treasury posted in a register.

## Section-VIII

### **TR.30:** Transfer of moneys standing in the Government Account

Instruction.7: No money should be locked up unnecessarily and the Government balance with reserve bank shall always be as high as possible.

**TR.31:** If a Treasury officer receives intimation from the AG that moneys have been incorrectly withdrawn and that a certain sum should be recovered from a drawing officer, he shall affect the recovery without delay.

**TR.32:** Responsibility for the money with drawn: A Government servant supplied with funds for expenditure shall be responsible for such funds until an account of them is rendered to the satisfaction of AG. He shall also be responsible to see that the payments were received by the entitled person.

SR.1: A Government servant is responsible for the safe custody of moneys received from treasury and shall maintain prescribed accounts for watching the correct disposal of the money and for correctness of the cash balances in the office.

SR.2(a): The Drawing Officer shall take the acknowledgment for every payment made from the payee who shall note the actual date of payment also.

SR.2(b): if is quite impossible to receive the acknowledgement, then a certificate of payment issued by drawing officer counter signed by his superior officer shall be placed on record.



SR.3: No sub voucher shall be treated as valid, until it bears a pay order specifying the amount in words and figures & signed/initialed by disbursing officer in ink.

SR.4(a): The drawing officer shall be personally responsible for the moneys drawn until he has paid them to the persons entitled to receive them. He may retain them for a period not exceeding three months before refunding the same.

SR.4(b): As far as possible, a clerk who has prepared a bill for establishment pay etc., shall not be allowed to disburse the pay.

SR.4(c): UD pay register in form 20 shall be maintained for watching the undisbursed pay and allowances in the office.

SR.4(e): The Disbursing officer shall not pay the last pay and allowances to the government servant, until he makes it clear that no amounts are due to Government from the employee.

SR.5: Every Government servant who has been granted a permanent advance shall regularly check the correctness of the balance with reference to the contingent registers.

Instruction.1: All vouchers and acquittances should be filed and preserved carefully in the office.

Instruction.2: Sub vouchers of the contingent bills should be cancelled so that they cannot subsequently be used fraudulently.

Instruction.2(b): DDO should endorse the word "cancelled" across each of the sub vouchers in red ink and initial it with date.

Instruction.2(d): No sub voucher should be destroyed until three years have lapsed from the date of payment. (Art.326 APFC Vol-I)

**TR.33:** Transaction between Andhra Pradesh and other state Governments.

**TR.34:** Disbursements and Receipts of moneys relating to Union Government in the treasuries of the State.

**TR.35-36:** Disbursements and Receipts of moneys relating to other state Governments in the treasuries of the State.

**TR.37:** Disbursements and Receipts of the state in United Kingdom

(The detailed procedure for the rules under TR.33 to TR.37 are laid down in AP Accounts code and Volume IV of manual of Comptroller and Auditor General of India)

**TR.38:** The AG exercises his powers under the control of the CAG.

**TR.39:** No clause under these rules shall have impeding effect on the functions of CAG.

**TR.40:** The finance minister under these rules cannot impose any responsibility on the Banks in connection with Government business in contravention to the responsibilities imposed on banks by the agreement with Governor.

**TR.41:** All references under these rules shall be interpreted with reference to President of India during the period of control of state under Art.356 of the Constitution.

**TR.42:** The Government may relax any provisions of these rules in favour of any Government servant, class of Government servant, Department or Departments.

## **Maintenance of Cash Account Responsibilities of Drawing & Disbursing Officer**

### **1. RESPONSIBILITIES TOWARDS MAINTENANCE OF ACCOUNTS(Art. 5 of APFC I)**

Every Government servant should see that proper accounts are maintained. for all government financial transactions with which he is concerned and render . accurately and promptly all such accounts and returns relating 'to them as are ...• prescribed. He should check the accounts every day to see that his subordinates do not commit fraud, miss appropriator for any other irregularity. The Head of the Office will be held personally responsible for any loss that may be found due to any neglect. of the duties laid upon him by the provisions of the financial code. The fact that a Head of the Office has been mislead or deceived by a subordinate will in no way mitigate his personal responsibility, since every government servant should be familiar with the financial rules and exercise a specially strict and close control over . his subordinates in regard to the use of public funds and the maintenance of proper accounts.

### **2. RESPONSIBILITIES TOWARDS RECEIPTS (Arts. 2,7to 11 of APFC I)**

- a) to assess the demands carefully in advance;
- b) Take steps to realize the revenues promptly;
- c) Maintain proper account of collection;
- d) Watch the f3fOgreSS of collections against the total demand (D.C
- e) Prompt steps to collect all arrears;,,
- f) Consolidate the figures in a register to show the total month classified as per the budget estimates;
- g) To compare the figures compiled in the register with (a) and (b) A. G.'s figures and reconcile difference if any.
- I) to take steps to apply to the competent authority for writing off the irrecoverable arrears
- ii) The receipts realized should not be locked up. in the cash chest in huge balances. It should be remitted into the Treasury under the relevant Head of  
  
Account as frequently as possible so as to keep the balance of the chest at the lowest minimum.
- iii) On no account, should the departmental receipt be appropriated for incurring any departmental expenditure except in certain cases. specified in T. R. 7 (2). To meet any expenditure amounts should be drawn separately from the treasury according to the availability of funds.
- iv) Powers of subordinate authorities to write off losses on account of no realization of sums due to the Government are contained to Appx. 23 of APFC.vol. II.

v) The detailed rules governing demand and collections relevant departmental codes and manuals. are contained in the

**vi} AUDIT OF RECEIPTS (Appendix. 10 of Vol.II)**

a. Audit shall have power to examine the correctness of the sums brought to accounts as determined by the Government in consultation with the AG.

b. Audit will not interfere with the executive responsibility of the departmental officers.

c. Audit shall not make enquiries with the-taxpayers.

d. Audit is done with executive orders~ reference to statutory provisions, financial rules and

e. The chief aim should be to ascertain that adequate regulations and procedures have been framed to secure an effective check on the assessment, collections and proper allocation of revenue. In the Audit, general is more important than the particular.

f. Audit should ascertain what checks are imposed against the commission of irregularities at various stages of collection and accounting and suggest improvement in procedures.

g. Audit will see that no amounts due to the Government are left ou~standingwithout sufficient reason and watch such outstanding and suggest measures for their recovery.

**Vii} REFUND OF REVENUE (Arts. 32 to 35 of APFC VOL. 1 &SR 27 TR 16 ~APTC**

**I) Refund Bill (APTC From 62) Powers to Order refunds (Appx.2 APFC Vol. II).**

a) For the purpose of refunds, revenue is classified as:

i} Ex-gratia: Government under no legal obligation to make a refund. Claims should be summarily rejected if the party does not present his case within 3 months from the date of notice. Maximum one year period

**Legally entitled:** 1 year from the date of credit of Revenue to the Government and subject to law of limitation

An order for refund of revenue remains in force for a period of 3 months only from the date of issue except otherwise as provided by any law, rule or departmental regulation.

c) The above rule of refund does not apply to certain classes of refunds detailed in Arf.35.

d) The powers to refund revenue as per Appx. 2 are subject to the departmental rules contained in departmental manuals and codes.

e) Original record to be traced and refund should be recorded against the. original entry of receipt in the departmental accounts and also counter foil of the receipt Original receipt .given to the payer to be collected back (if possible) and destroyed, except in the case of refunds of fine amounts by courts, where true copies of challans can be accepted. videG.O. Ms. No. 94 -f::in. & Pig. (Admn.1) dated 27-3-1980 .

### **3. RESPONSIBILITIES TOWARDS INCURRENCE OF EXPENDITURE {Arts.3, 4 &38to 44 &56 of APFC VOI.**

i) Every head of the office should on no account incur any item of expenditure from public funds unless the following conditions are satisfied:

a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such expenditure.

b) Sufficient funds must have been provided for expenditure in the budget of the financial year or .by way of reappropriation of funds sanctioned by the competent authority. Sufficient funds .should have been released by the competent authority

c) The expenditure should not exceed the appropriation.

d) –On no account should funds be reserved or appropriated by transfer to a deposit head or drawn from the Treasury and kept in the cash chest to avoid lapse of appropriation.

e) There should be no undue rush of expenditure towards the end. of financial year.

ii) Further every head of the office 'should strictly adhere to the following principles known as the standards of financial propriety.

a) The expenditure should not' be prima facie more than the occasion

Demands. He should exercise that same diligence and care in respect or all expenditure from public money under his control as a person of ordinary prudence would exercise in respect of expenditure of his own money

b) He should not pass any order directly or indirectly to his own advantage.

c) Public money should not be utilised for the benefit of particular person or section of community unless.

i) The amount of expenditure involved is insignificant, or

ii} A claim for the amount would be enforced in a court of law, or

iii) The expenditure is in pursuance of a recognised policy or custom. The amount of any allowance such as TA.granted to meet expenditure of a particular type should be so regulated that it is not on the whole, a source of profit to the recipient.

iv) The Drawing Officer is responsible for the corrections of the amounts drawn. If there is excess drawal, the D.O. will be required to make good the excess amount drawn. If it cannot be recovered from him for any reason, the officer who countersigned the bill will be liable to make good any loss arising from culpable negligence on his part and the treasury Officer who passed the bill also is similarly liable to make good the loss arising from culpable negligence on his part. (Art. 56 of APFC Vo!.1

#### **4. REGISTERS FOR CASH ACCOUNTS TO BE MAINTAINED BY THE HEAD OF - THE OFFICE**

##### **Name of the Register FORM NO. OF APTC Vo!.11**

i) Cash Book	5
ii) Fay Bill Register	47
iii) TA. Bill Register	52
iv) Misc. Bills Register	40
v) Register of Contingent Charges 7 of APFC Vol I advance and other payments	7 of ApFC VOL I 58
vii) Misc acquaintance register for payment of T.A festival	58
viii) U;D. Pay Register	20
ix)Permanent Advance Register	
x)Cash Book for non Govt. transactions	
xi)Treasury Bills Register	
xii) Office copy of L.p.c & issued Register	
xiii) Register of true copies of L.P.Cs received	
xiv) Tour advanced Register	
xv) Register of recoveries offestival advance. • xvi)	
xvi) Register of recoveries of loans granted to Goyt, servant for purchase of bicycles house building marriage motor cycle etc	
xvii) register of recoveries of G.P.F	
XVIII) Register of recoveries of A.P.G.L.I (see appx 26of APFC Vol,II)	
xix) Register of recoveries of P LI	
xx) Register of recoveries of advance on transfer	
xxi) Increment watch Register (Gazetted .&NOf.l-Gazetted separately)	
xxii) Register showing the service books received foremothers offices and' sent to other offices	
xxiii) Register showing-the temporary establishment of the offices and their continuance	
xxiv) File containing the original challans for the amounts remitted into the" Treasury	

xxv) Register of actual expenditure incurred with progressive totals prescribed in Budget manual

xxvi) Office copy-of G.P. F. bills Register

xxvii) Printed receipt books for the issue of receipts for the amounts received from the parties

xxviii) Register showing account of receipts used and unused

xxix) Register of current account transactions

xxx) Register of Cheque books

All the registers should be neatly bound up and kept as they are of very important in nature.

The following instructions should be followed for their maintenance

All the pages of the Register should be numbered and certificates appended on the front page under attestation of the head of the office showing the number of pages the Register contained.

i) If the Register is opened in manuscript for want of printed copy, the headings of the Register should be typed and neatly pasted.

ii) There should be no Register without proper headings.

iv) A Register once exhausted should be withdrawn from the clerk concerned and sent to the record room for safe custody under proper acknowledgment.

V) In case of Cash Book, permanent Advance Register and U.D. Pay Register, the closing balance as appearing on the last page of the old Register and a certificate to the effect should be appended in the new Register under the attestation of the head of the Office.

## 5. CUSTODY OF CASH & MAINTENANCE OF CASH CHEST

i) The office cash balance should be kept in the iron cash chest having double lock arrangement. The cash chest shall, if practicable, be embedded in masonry so as to prevent removal by thieves. One key of the chest should be held by the head of the office and the other by the Superintendent or any other senior most Government servant of the Office. They should personally hold the keys of the chest and the keys should never leave the possession of the government servants concerned. The cash chest should be opened and closed personally by them and should not be entrusted to the attenders. Whenever any Government servant holding the key of the cash chest happens to hand over to any other government servant who is authorized to hold the same during the absence, it should not be sent through any other messenger who may unscrupulously prepare a duplicate key for its use at a later date without the notice of the head of the office and other government servant holding the keys (S.Rs 1 & 2 T.R.II of APTC Vol.I).

ii) Whenever there is change in the incumbent of the government servant holding the key of the cash chest due to any kind of leave or transfer the incoming government-servant should personally verify the cash and record a certificate of verification in the cash book under his own hand and affix his dated signature.

iii) The duplicate keys of cash chest should be kept in a small packet, and the packet sealed and sent to the nearest treasury for safe custody. The receipt granted by the T.O. should be carefully filed. Thereafter every year, the sealed packet should be obtained from the treasury duly surrendering the receipt obtained at the time of deposit, the contents of the sealed packet checked up and the duplicate keys should again be deposited in the treasury for safe custody (Instrn. 19 of T.R. 11 of APJC Vol.1).

When leaving the office and every day after locking cash chest a proper the seal duly signed by the head of the office should be pasted on the cash chest and the sealed cash chest handed over to the night watchman if there is one under his acknowledgment On the next day when the office is opened, the 'cash chest should be taken over by the Head of the Office by furnishing the acknowledgment. A register should be maintained for this purpose in the form stated in Appendix 1. The night watchman is expected to be awake during the nights and guard the office and cash chest. He should be provided with a torch light and stick Once in fortnight the head of the office should make surprise visit to the office to find out whether the night watchman is performing the duties or not and record the result in the register. if the night watchman is found sleeping and in drunken state deterrent action should be taken against him. '

#### **5.1 CASH Book (S.R.3-T.R.10, SR2-R.R'.11)**

The following instructions should be followed in the maintenance of Cash Book.

a) Every Government office should maintain a Cash Book in A.P.T.C. Form No. S with the following Columns

i) Date of receipt (ii) Particulars (iii) Amount (iv) Date of disposal or remittance' to treasury (v) Particulars (vi) Amount (vii) Remarks.

b) There should be two cash books -one for Government transactions and the other for non-Govt transactions, if the Government servant is permitted to handle in his official capacity moneys received not on behalf of the Government Institution. The cash balance-relating to Govt. transactions and non Govt transactions should be kept separately in the cash chest (S.R7 (c)

T. R. 10 of APTC Vol.1).

c) It is not correct to multiply cash books and as far as possible only one cash book should be maintained. Subsidiary registers may however be opened, if need be, taking their totals to the cash book.

d) Money received on behalf of the Government (with the exception of moneys withdrawn from Treasuries on Bills for Pay. contingencies etc., which are accounted for and watched in other ways should immediately be accounted for in the Cash Book (S.R. 3-T.R 10).

e) For each entry on the receipt side of the Cash Book, there should be a counterfoil of printed receipt. A printed receipt book should be maintained for the issue of receipt for the accounts received in the office (S.R.2-T.R10). Against each relevant entry of receipt for the amounts received in the cash book, the receipt number should be noted against each item in the cash book.



f) Before an officer signs a receipt he should see that the receipt of the money

Has been duly recorded in the cash book and in token of his check he should initial with date the relevant entry in the Cash Book.

g)-When money is sent to the Treasury/Bank for remittance, entry should be made in the Cash Book while signing the Challan. It should be attested only on receipt of the chalan after remittance.

h) In respect of amounts received on account of encashment of bills and cheques at Treasury or Bank, they should be supported by relevant entries in the Treasury Bill Register,; or U.D.P. or P.A. Register etc..

i) After totaling the receipts recorded in the cash book, the opening balance of the cash book should be added and grand total struck.

j) For every item of disposal on the charges side of the cash book, there should be acquaintance in proof of having disbursed the amount.

k) At the close of business on each working day, the Cash Book should be closed duly verifying the cash on hand and the closing balance arrived at in the Cash Book.

l) A Memorandum of verification should be recorded in the Cash Book duly counting the cash and verified with the book balance as shown in the Cash Book and other registers after they have been closed-for the day and then signed by the Drawing Officer as below:

A. Balance as per Cash Book	xxxxxx
Balance as per U.D.P Register	xxxxxx
Balance as per P.A. Register	xxxxxx
Total Book Balance	_____
	-----
B. Amount held in cash	xxxxxxx
Amount held in the shape	
Of cheques and drafts	
Total	_____
C. cash balance ascertained by counting	xxxxxx

m) If there is difference between the book balance and, the physical balance, the same should be reconciled. If it cannot be reconciled, action should be taken under Art. 294 of APFC Vol.I and S.R.2 of T.R. 11 of APTC Vol. I.

n) If the concerned officer happens to be in camp or leave, the officer who looks after his work or the ministerial head should also check the cash book as above and the D.O. should as soon as he returns verify the entries in the Cash Book and attest the Same duly satisfying the correctness of the same

## **PROCEDURE WITH REGARD TO DEMAND DRAFTS AND CHEQUES**

Whenever a demands draft cheque is received in favor of a Departmental officer towards the Government dues it should be entered in Security Register. A temporary receipt in A.P.T.C. form. No.4 should be issued by the departmental officer for the draft cheque. It should be recorded in the Cash book immediately on receipt. Once in a Week or at lesser intervals challan for each, draft/cheque should be prepared along with the draft cheque to the , bank duly making an entry on the .. payment side of the cash book for collection and, 'crediting the proceeds to the "Government Account The name of the individual on whose behalf the tax revenue covered by draft / cheque is remitted should be specified in the challan after the proceeds covered by the cheque / draft are realized a final receipt ( in new CF form No. 106) should be issued to the party. The challan No.& Date should be noted against the relevant debit entry in the cash book and also in the security register

## **PROCEDURE WITH REGARD TO POSTAL ORDER**

The above procedure may be followed. In this case the challan may be presented along with the cash after the postal order is encashed:

## **PROCEDURE WITH REGARD TO MONEY ORDERS'**

, Immediately on receipt of postal money orders, an entry should be taken on receipts side of cash book after receiving the amount covered by money order. At the end of every week or at lesser intervals, a challan should be prepared for each money order received and the amount remitted into bank duly making an entry on the payments side of the cash book. The name of the party on whose behalf the tax revenue is sought to be remitted should be specified in the challan. A receipt (In New CF form No. 45 -Old CF No. 106) should be sent to the party for the amount (G.O.Ms.No.251 Fin.& Pg. (A&L) dated 6-8-80)

## **T.R 10, SRs 10 AND 19**

Instructions were issued in Govt. Circular Memo No. "25916 -N483/Admn.1/ 81-2 Fin. & Pig. dt. 1-6-81 that the departmental officer should furnish full classification (from major head to detailed head) with computer code on the challans for the remittance of undisbursed pay and allowances etc. The drawing officers are also required to ensure that challans accompanying the remittances are got rechecked by the staff of the compilation branch stationed at the SBH Hyderabad and Secunderabad before the challans are tendered on the country of the bank.

The precautions which are required to be taken (Vide G.O. Ms. NO.171 Fin (Acts II) dated 10-5-83) in writing the challans should be scrupulously followed.

## **S.R.7 UNDER T.R.10**

In order to have effective control over handing and accounting of non -Govt cash, the following instructions have been issued in Govt. Circular Memo. No.

17393/0/1364 IA&U82-3 Fin. & Pig.dated 2-5-83.

1In addition to the normal procedure followed for the maintenance of non Govt. cash book, the balance of non-Govt. cash should be exhibited-distinctly in the details of cash balance maintained in the Govt cash book and Cash balance verified during the course of physical verification of cash.

2The amounts recovered under different non Govt. recoveries shall be remitted within a period of 7 days from the date of recovery of such amount.

3During the periodical verifications of Govt. cash balance, the non Govt cash balance-also shall be verified in order to ensure that the instructions are followed.

## 5.2 TREASURY BILL REGISTER: INSTRUCTION 33-TR -16

a. Every office presenting bills at Treasuries should enter particulars of all its bills including bills of Gazetted Government servants in a book called the "Treasury bills book" in APTC form 70 with the following columns:

1. Number, date and description of bills
2. Total amount of bill
3. In cash
4. By Govt drafts or book adjustment
5. Name and designation of the person in whose favour the Govt. Drafts are to be issued.
6. Name and designation of the messenger authorised to collect token from the Treasury cash from the bank/treasury
- 7 Signature of the Drawing Officer.
8. Date of receipt of the bill in treasury and the initials of H.H.A
9. Token No. allotted by the Treasury
10. Amount passed by the Treasury
11. Dated initials of the H.H.A in token of the treasury having passed the bill
12. Remarks (date of receipt of money should be entered and initialed by the 0.0.0.)

b. The register. Should be presented at the Treasury along with cash bill. The treasury will "not accept any bill unless the treasury bills book duly entered

Upto col. 7 is presented with it

Where the bill is passed for' payment, the Treasury is expected to note the amount for which the bill has been passed, and the concerned, official in the' Treasury should sign in full in token of authenticity of the particulars recorded by the Treasury in Cols. 8 to 10. If (there are any unattested corrections or erasures or over writings in .respect of the amounts' noted by Treasury," '. they should be attested by the Treasury officials, 'after receipt 'of the cash, from the bank. The treasury bills registers should not be allowed to remain in the treasury for unduly long periods if there are bills pending for 30 days in the treasury the matter

should & taken up with the Treasury officer or S.T.O. by the Head of the office for their-expeditious disposal.

d. If the treasury returns a bill any object; and if it is sought to be represented after rectification of defects pointed out by the treasury, a fresh entry should be made in the treasury bills register and the bills sent.

e. If the Treasury passes any bill for less amount disallowing certain amount according to the entry recorded by it in the Treasury bills register, a memorandum of deductions from bills should be obtained from the Treasury in APTC Form 71-Instruction 34-TH 16 of APTC Vol. I.

f. While endorsing bills for encashment, care should be taken to follow the monetary limitations for each type of messenger as laid down in Art. 274A of A.P.F.C. Vol. I.

### 5.3 REGISTER OF BILLS

In Twin Cities, where the bills are presented at P.A.O. a Register of bills in APTC Form 70-A should be maintained with the following columns: (1) S.No. (2) Description of claims (3) Amount (4) Endorsed in favor of (5) Signature of D.O. (6) Token No. (7) Date (8) Cheque No. (9) Date (10) Amount passed (11) Reference to Register (12) Attestation.

Precautions should be taken to ensure that parallel Treasury bill registers are not maintained.

g. The following certificates should be recorded when existing register is closed and a new register is opened as per G.O.Ms.No.172 Fin & pig. (FW Accts.-II) dt. 6-6-79:

i. Certificates to be recorded when a new bills register is brought into use.

(i) Certified that this Treasury Bills Book/Register of bills contain pages serial numbered from \_\_\_\_\_ to \_\_\_\_\_ and brought into use with effect from \_\_\_\_\_ (in words).

(ii) Certified that I am presenting the bills in the Pay & Accounts Office / Dist/Sub-treasury".

II. Certificate to be recorded when the Register is completed and lodged before a new Register is brought into use.

"Certified that I have personally satisfied myself that all the bills presented through this Register of Bill/treasury Bills Book have been either encashed or returned by the PAO/ treasury officer and have been properly and completely accounted for. This register is closed and kept under my personal custody.

To prevent presentation of fraudulent drawl of bills this register should be reviewed bi-weekly by the Drawing Office and the result of the review recorded in the form of abstract as below.

(1) Opening balance (2) Bills sent during 1st half /2nd half of the week (from ... to ...) (3) Total 1 +2 (4) Bills passed during 1st half/2nd half of the week (from to ) (5) Brief reasons for pendency.

#### **5.4 UNDISBURSED PAY REGISTER: INSTRN.26 T.R.1 0 AND SR.4 TR. 32**

##### **APTC VOL.I**

1 All the amounts relating to the claims of Govt. servants in the office should be brought to account in this register on the same day of encashment. The same register shall also be used where necessary for watching the disposal of the undisbursed balances, if any, of amounts drawn on contingent bills in excess of the permanent advance.

2 As far as possible, the official entrusted with the preparation of bills should not be entrusted with disbursement. In a large office separate U.D.P. Registers may be maintained for pay and allowances and contingencies.

3 The Register is to be maintained in A.P.T.C from No. 20 With the following columns:

(1) Date. (2) Annual S.No. (3) Description of bill (4) Amount (5) Amount undisbursed (6) Date of subsequent disbursement (7) Amount disbursed (8). Balance (9) Date (10) No. of receipt item from when disbursed (11) Particulars of payment (12) Amount.

4 The serial Nos. in this Register should be assigned consecutively for each. financial year. The serial number against each item should be rounded off when the complete amount drawn under the particular item is disbursed leaving no balance.

5 The receipts should be indicated in cols. 1 to 4 while the disbursements there to indicated in cols. 9 to 12. On each date of transaction, the totals under receipts and disbursements should be worked out and the balances struck.. The undisbursed balance as verified from the acquaintance roll should be entered in col.5 and subsequent disbursements noted in cols. 6 to 8 till the .Entire amount is disbursed and the item is finally rounded off.

6 The closing balance of U.D.P Register should be taken to the cash book

7 The U.D.P. Register should be signed every day by the head of the office

8 The undisbursed amount should not be kept for more than 3 months from the date of drawal and they should be remitted.

#### **5.5 PERMANENT ADVANCES Arts. 94-98, 106-107 OF A.P.F.C VOL.I**

As a general rule, drawl of money from the treasury is only by presenting a proper voucher prepared in accordance with the rules and no money should be drawn until it is required for immediate disbursement. The P.A system is an exception to general rules. P.A. is meant for meeting unforeseen and urgent expenditure which cannot be postponed for fulfilling the formalities.

2. The P.A. is sanctioned by the Secretary to Govt. of the concerned. The amount required by subordinates should be allotted by the head of the office from his P.A.

3.The P.A. of the Head of the department has to be fixed and sanctioned by the Government;

4.For sanction of P.A. or for revision of the existing P.A the concerned departments of Secretariat should send the proposal to Finance (A&L) Department for concurrence, of grant of P.A.to the subordinate officers under' the their control.

5.No. P.A should be larger than necessary.

6.It should be initially drawn after sanction of AP.T.C 49 debatable MH 872-Permanent Cash Impresent Civil

7.The amount of PA. Sanctioned, the order in which sanctioned and the amount drawn should be noted on the front page of the register and attested by the' head of the Office.

5An acknowledgement sn6iJld be sent to the sanctioning authority:-'

a. When the P.A. is sanctioned for the first time.

b. When there is revision in the quantum of P.A. .

c. On 15th April every year showing the position as on 31st March.

d. Whenever there is a change in the incumbent of the post.

e. It should be in the form prescribed under Art. 98..

f. The acknowledgement should, always before the full amount sanctioned.

9. The Drawing Officer should enclose a true copy of the P.A. acknowledgement sent to the sanctioning authority, to his own pay bill for April each year. Otherwise the PAO/TO are empowered to return the bill" (Art 105).'

10. Advances to peons for railway fares and advances for office expenses in camp can be made from PA (Art 105).

11. Recoupment of P.A. may be made at the end of every calendar month, and also when during the course of a month a transfer of charge takes place or when the. balance of P.A. on hand has become inconveniently small (Art. -106).

12. The P.A. register should be maintained in Form 89 of APTC with the following columns (SR 5 -TR 32).

Charges: (1) Date (2) Monthly S.No. (3) Description of expenditure (4) Amount (5) Mode of recoupment (6) Date of recoupment.

Receipts: Date, No. of bills, S.No. of the item of charges recouped, Amount, Remarks.

13. Each voucher for the expenditure incurred from PA should be entered in this register and its recoupment watched. The register should be closed every day of transaction with the following abstract.

(1) Opening balance (2) Total (3) Deduct charges (4) Closing balance (5) Add recouped expenditure as per sub-voucher (6) Total P.A.

14. The columns 7 to 10 showing the receipts should be filled up whenever the contingent bills are encased to recoup the P.A. and whenever cash is recovered from the persons concerned. Simultaneously col. 5 showing the mode of recoupment (by cash or by cashed contingent bill) and col. 6 showing the date of recoupment should be filled up under the attestation of head of the Office.

15. Consecutive serial numbers should be assigned for each month to the vouchers for the amounts spent from P.A. and the number should find place both in the register and on the voucher.
16. When the contingent bill is prepared to recoup the P.A. with reference to paid vouchers, the vouchers should be cancelled to avoid the Possibility of double drawl at later date.
17. The recouped vouchers and cancelled vouchers should be preserved carefully (serially arranged) in the personal custody of the Head of the office for production before inspection parties. If any voucher is not produced, the Head of the office will have to make good the amount covered by vouchers so lost and not produced.
18. The closing balance of A.P Register should be taken to the cash book
19. Whenever there is change in the incumbency of head of the office. Due to C.L. Earned leave or transfer, the closing balance of A.P register including uncovered vouchers should be verified by the incoming govt. Servant and the result of verification recorded in the register under his full signature.
20. As per GOMs No. 184 F & P dt.6-5-89, the office copies of pay bills should be maintained in a pay bill register in the new form No. 109 prescribed in the GO and entries made as stipulated.

## **STORES PURCHASE PROCEDURES, CASH BOOK MAINTENANCE & BILL FORMS**

### **STORES**

Stores include all articles and materials such as furniture, chemicals, scientific instruments, appliances stationery articles, Diet articles, material for construction of buildings, departmentally manufactured stores, tools and plant etc(Art. 122)

All stores should be purchased through the Director, Printing and Stationery excepting those which have been specifically exempted from his preview under article 123 such as perishables like fruits, food stuff, news papers etc. The items under rate contract finalized by Director of Printing and Stationery should be purchased from the earmarked firms. In cases of emergency, the Heads of Departments may purchase stores directly after obtaining approval of the stores purchasing committee in regard to other items as well.

Where stores are purchased directly the following criteria should be followed. in regard to preference in the purchases.

First preference for stores manufactured, in " sister government department/workshops.

Second preference in respect of standard items to fully owned government undertakings and corporations in respect of standard, items. These corporations need to participate in tenders. In respect of Non-standard items, the undertaking also has to participate in the tenders, if any, called by the departments.

The items reserved the SSI units should be exclusively purchased from them. The list can be had from Director of Industries. These units have also been exempted from the requirement of Lodging earnest money and security deposit for these specified items for which they have been enlisted.

The goods manufactured in jails should be had from them only. They include furniture, stitching of Khaki uniforms, attenders liveries, ammunition boots for officials of police fire services and prison departments, phenyl, navar etc. These items can be purchased from outside only after obtaining 'No Stock Certificate' from the Jail department.

Modern office equipment such as computers etc., should be purchased only through the AP. Technology Services Ltd:

The cloth requirements of offices towards livery etc., should be purchased from the APCO. Like wise the woollen carpets should be purchased only from AP. State Wool Industrial Cooperatives Leather goods should be purchased from LIDCAP.

Steel furniture should be purchased solely from APSSIDC, while wooden

furniture should be purchased from the jail department, the Government centres like . PWD workshops, Furniture Mill cum mechanical wood work shop. Sanathnagar etc. Industries training centre, Hyderabad should be given next preference.

Stitching of uniform should be entrusted to physically handicapped coop tailoring industries. Caning of chairs and manufacturing of garden chairs should be entrusted to physically handicapped co-op cane and weaving society (G.O. MS. No. 467 Fin & Pig. Dt. 9.7.90, G.O.



Ms. No. 770 Industries & Commerce dt. 8.11.90, G.O.Ms. No. 1717 pig dt. 20.12.85, G.O. Ms. No. 106 GAD dt. 27.2.86, G.O.Ms.No. 594 GAD dt. 22.11.86.

**TENDERS:** Article 125 deals with purchases through tender systems.

**SINGLE-TENDER SYSTEM:** to be adopted in regard to purchases of a small order this does not exceed RS.10000 and Rs. 20000 if more than one kind of article is ordered at one time and propriety items.

**LIMITED TENDER SYSTEM** should be adopted when the limits for the single tender system are exceeded and the estimated value of the order is less than Rs. 5000/-. The open tender system should be followed in regard to purchase of Stores of a value of Rs. 5000 and more: In regard to PWD, the limit applies to purchases of Value of Rs. 10,000 and above.

When open tenders are called-circular communication should be sent to dealers of repute apart from wide publicity in News papers, trade bulletins etc. A time gap of at least one month should be given between the date of notification of the tender and the last date for submission of tenders. If the lowest tender is passed over specific reasons therefore should be recorded (Art 125).

**STOCK ACCOUNTS:** Separate stock accounts should be maintained for expendables and non-expendables such as furniture, equipment etc. Art 133). Stock accounts are generally maintained in offices on a number basis or quantity basis The Head of the Department has to see that the source are value with a reasonable accuracy and the rates adopted are review at the suitable intervals by a Competent authority.

Unserviceable stores are recorded in a register and disposal watched. They are ultimately condemned and either destroyed or sold. Recovery is effected from the store-keeper in respect of any loss due to his neglect. If irrecoverable the amount is written off.

**INSPECTION OF STORES:** Stores should be periodically inspected and action taken to regularize the short coming by recovery from concerned/write off etc. (Art '139). The unserviceable articles should be identified and action taken for disposal and write off in the manner indicated and action taken for disposal and write off in the manner indicated in Art 143 APFC vol. 1.

Stock verification and Discrepancies: Stores should be verified at least once a year

to see whether:

- (i) the accounts have been maintained correctly; and
- (ii) the actual balance agrees with the book balance

Any excess should, after investigation, be credited as excess found in a stock verification. Deficiency may be due to incorrect accounting or unavoidable causes like evaporation, etc. If

it is due to theft, or negligence, the cost of replacement value should be recovered. If irrecoverable the amount should be written off.

In addition to 'regular verification,' as above, surprise checks by superior officers should be made at intervals, at least once a year so as to ensure that stores are properly maintained and accounted for: The check may be confined to important items. The results of such surprise checks should be reported to Government.

**Submission of tenders:** If the lowest tender is passed over specific reasons therefore should be recorded (Art 125).

**STOCK ACCOUNTS:** Separate stock accounts should be maintained for expendables and non-expendables such as furniture, equipment etc. (Art 133):

Stock accounts are generally maintained in offices on a number basis or quantity basis. The Head of the Department has to see that the source and value with a reasonable accuracy and the rates adopted are reviewed at the suitable intervals by a Competent Authority.

Unserviceable stores are recorded in a register and disposal watched, They are ultimately condemned and either destroyed or sold. Recovery is effected from the store-keeper in respect of any loss due to his neglect. If irrecoverable the amount is written off.

## **II. CASH BOOK**

Every Government Office/Firm will have Cash transactions i.e. Cash Receipts and Payments.

Its Cash Receipts and Payments recorded in a book is known as "CASH BOOK".

The person who maintains this book is called "CASHIER"

The difference between opening Balance + Receipts and Payments on any day is known as Cash Balance.

### **Characteristics of Cash Book**

1. Only Cash Transactions are recorded.
2. It always shows Debit Balance but it never shows the Credit Balance
3. The Balance of Cash can be known at any point of time.
4. There are Debit and Credit columns in Cash Book

### **Cash-Book and its Importance**

The Cash Book -or Cash account is the most important of all books of subsidiary nature. Only cash transactions are recorded in this book.

Cash Transactions are Two types (i) Cash Receipts and (ii) Cash Payments. Cash receipts should be shown on Debit side and payments on credit side of the Cash Book.

At any cost payments should not exceed-receipts.

When the amount of Receipts equal to the payments, the Cash Balance is nil. The constant Examination of the Cash Book helps the Government/Firm to have a proper control on cash.

Dr. -The Specimen Proforma of Cash Book is as follows:

Cr.

Date	Particulars	Amount Rs.	Date	Particulars	Amount Rs.

Cash book (Sr. R3-T R. 10, SR2-R. R.11)

The following instructions should be followed in the maintenance of Cash Book.

a) Every Government Office should maintain a Cash Book in A.P.TC. Form NO.5 with the following columns:

i) Date of receipt ii) Particulars iii) Amount iv) Date of disposal or remittance to treasury v) Particulars vi) Amount vii)• Remarks

b) There should be two cash books-one for Government transactions and

the other for non-Govt. transactions, if the Government servant is permitted to handle in his official capacity moneys received not on behalf of the Government Institution. The cash balance relating to Govt. transactions and non govt. transactions \_should be kept separately in the cash chest (Sr.R.7© T.R.O of APTC V01.1)

c) It is not correct to multiply cash books and as far as possible only one cash book should be maintained, Subsidiary registers may however be opened, if need be, taking their totals to the cash book.

.d) Money received on behalf of the Government (with the exception of moneys withdrawn from Treasuries on Bills for pay. Contingencies etc, which are accounted for and watched in other ways) should immediately be accounted for in the Cash Book(SR3~T:R 10)

e) For each entry on the receipt side of the Cash Book, there should be a Counterfoil of printed receipt. A printed receipt book should be maintained for the issue of receipt for the accounts received in the office (S.R.2-T.R.10). Against each relevant entry of receipt for the amounts received in the cash book, the receipt number should be noted against each item in the cash book.

f) Before an officer signs a receipt should see that the receipt of the money has been duly recorded in the cash book and in token of his check he should initial with date the relevant entry in the Cash Book.

g). When money is sent to the Treasury/Bank for remittance, entry should be made in the Cash Book while signing the challan. It should be attested only on receipt of the challan after remittance.

h) In respect of amounts received on account of encashment of bills and cheques at Treasury or Bank, they should be supported by relevant entries in the Treasury Bills Register, or U.D.P. or P.A. Register etc.

- i) After totaling the receipts recorded in the cash book, the opening balance of the cash book should be added and grand total struck
- j) For every item of disposal on the charges side of the cash book, there should be acquaintance in proof of having disbursed the-amount.
- k) At the close of business on each working day, the Cash Book should be. closed duly. Verifying the cash on hand and the closing balance arrived at in the Cash Book.↵
- l) A Memorandum of verification should be recorded in the Cash Book duly counting the cash and verified with the book balance as shown in the Cash Book and other registers after they have been closed for the day and then signed by the Drawing Officer as below:

A.	Balance as per Cash Book	XXXXXX
	Balance as per U.D.P. Register	XXXXXX
	Balance as per P.A. Register.	XXXXXX
	Total Book Balance	
B.	Amount held in cash	XXXXXX
	Amount held in the shape of cheques and drafts	XXXXXX
	Total	
C.	Cash balance ascertained by counting	XXXXXX

m) If there is difference between the book-balance-and the physical balance, the same should be reconciled, if it cannot be reconciled, action should be taken under Art 294 of APFC Vol1 and S.R. 2 of T.R. 11 of APFC Vol I.

n) If the concerned officer happens to be in camp or leave, the officer who looks after his work or the ministerial head should also check the cash book as above and the D.O. should as soon as he returns verify the entries in the Cash Book and attest the same duly satisfying the correctness of the same.

### III. BILL FORMS

Bill Forms in which the amounts should be drawn by the 000 (G.O. Ms. No. 87 Finance (RFR) Department Dt. 31.01.2002 w.e.f. 01.04.02)

- 1 Challan Form-APTC Form 10
- 2 Employees Advance Bill form -A.P.T.C. Form 40

All Loans and Advance like F.A. G.P.F., A.P.E.W.F., G.I.S., F.B.F., HBA, MCA, MA, CA etc. -APTC FORM 40A shall also be used as Annexure to APTC FORM 40 for GPF withdrawals.

- Pay advance I TA Advance
- Advance for Medical Expenses.
3. Salary bill form-APTC form 47
- Drawal of pay and allowances for Gazetted and Non-Gazetted, Encashment of leave, Leave Salary, Educational concessions.

4. TA Bill Form – APTC Form.52

- |                  |                          |
|------------------|--------------------------|
| (a) T.A          | (b) TTA                  |
| (c) F.T.A        | (d) Conveyence Allowance |
| (e) Bus Warrants | (f) L.T.c                |

5. Abstract contingent bill (A.C.bill)-A.P.T.C form 57

a) For drawl of all types of advances by the Government Officers, authorized by the Government, with specific sanction for departmental purposes for which detailed bills are required to be submitted to the AG

b) Drawals under T.R. 27

6. Fully Vouched contingent bill for A.P.T.C.form 58

- |  |  |
|--|--|
| (a) Over time allowances   | (b) Tiffin Charges                       |
| (c) Medical Reimbursement  | (d) Ex-gratia / adhoc payments           |
| (e) Honoraria payments   | (f) ESI allowances                       |
| (g) Wages  | (h) Office expenses                      |
| (i) Professional and Special Services  | (j) Rents, rates and taxes               |
| (k) Public relations   | (l) Advertising, sales &publicity        |
| (m) Hospitality charges  | (n) Secret services                      |
| (o) Materials and Supplies   | (p) Other charges-legal charges          |
| (q) Diet charges   | (r) Purchases of all kinds with vouchers |
| (s) Recoupment of imprest  |  |
| (t) Monthly honorarium to village servants/anganwadi workers/adult education, extension workers etc. |  |

7. Refund of Revenue bill-'-AP.T.C. From 62

- (a) Refund of revenue'
  - (b) Refund on account, of spoiled stamps
8. Deposit repayment bill form....AP.I.C. Form 64
- (a) Repayment of revenue deposits
  - (b) Repayment of court deposits-Civil and Criminal
  - (c) Repayment of revenue of Earnest Money Deposits
  - (d) Repayment of other departmental deposits or security deposits
  - (e) Repayment of user charges deposits

9. Pension bill form---AP.T.C. From 75n6

- (a) first payment of pension
- (b) Lifetime arrears
- (c) Death relief

10. Grants-in-aid bill from ---AP.T.C. From 102

- (a) Grants-in-aid of all kinds
- (b) Social Security-Exgratia payments
- (c) Exgratia and relief to victims to individuals calamities '
- (d) Legal aid to poor
- (e) Discretionary grants made to individuals/institutions
- (f) Adjustment of taxes/cess. to local bodies such as entertainment tax, professional tax, water tax, surcharge on stamp duty, motor vehicles tax, mineral cess etc.
- (g) Consolidated pay on 300 contractual services

11. Scholarships and stipends bill form-AP.T.C. 103 for drawl of all kinds of scholarships and stipends.

12. Loan bill form-AP.T.C. form 108

For drawl of loans sanctioned by the Government in favour of institution and private individuals.

General precautions to be taken before the bills are preferred

- 1 Bill should be signed by the DOG (SR.I under TR 16)
  - 2 Correct classification up to 7-tier of the head of the Account to be noted in the boxes in the Bill (SR 2(a) under TR 16).
  - 3 The bill should be preferred in the prescribed form (G.O.Ms.No.179 Fin.& Pig (FWPER) dept. dt.15.05.89 read with SR 2(b) under TR 16).
  - 4 Carbon copy of the bill or vouchers is not admissible (SR2(b)under TR 16)
  - 5 The bill should contain the office seal Department DR2(c)
  - 6 The claim is covered under proper sanction by the Competent Authority (An 3(a) & 38 of APFC Volume 1 read with SR 2(a) of TR 16)
  - 7 The bill should contain discharge endorsement and pass order in figures rounded-off to the nearest Rupee (SR 2 (c))
  8. The bill should contain protective endorsement (SR 2 (c))
- 9 All corrections, alterations and erasures to be attested with full signature of the DDO(SR 2(h) under TR-16
- 10 Specimen Signature on record and the specimen signature in the bill should be the same (SR 2(h) read with instruction 1& 20 TR)
- 11 Non-drawal certificate should be enclosed ( SR 14 under TR16)
- 12 Ink signed copy of the sanction order by the competent authority should
- 13 be enclosed (Art 45 of APFC Volume 1)

Check list 1- Contingent Bills

- (a) full particulars of the expenditure with sub-voucher number for individual items should be furnished in the statement enclosed to the bill. All sub-voucher for payment exceeding Rs.1,000/- should be enclosed to the bill. Sub-vouchers not exceeding Rs. 1,000/- should be cancelled and filed in the office copy and certificate to that effect should be furnished on the bill (SR 18(e) TR-16)
- (b) Invoices attached should be passed for payment and should bear the full signature of the Drawing Officer
- (c) The prescribed sales tax certificate should be recorded on the invoices/bills
- (d) A certificate to the effect that the articles or materials billed for, have been purchased on the tender system prescribed in Art 125 A.P.F.C and have been received in good order are of good quality and that the rates paid are not in excess.
- (e) A certificate to the effect that the articles or materials billed for, have been brought into the respective stock registers, accounted for and verified in the manner laid down Art. 133-145 A.P.T.C should be furnished
- (f) Bills of the Telephone/Electricity/Telegraph Department should be enclosed.
- (g) A certificate to the effect that all the calls in the telephone bill are official

# FINANCIAL CODE

## INTRODUCTION

1. The TS Financial code, which is in two volumes, deals with general provisions concerning financial administration of the Government. Aspects relating to various issues such as revenue, expenditure, establishment charges, contingent charges, stores, works, grants-in-aid, deposits, losses, misc. expenditure, loans and advances, miscellaneous subjects etc., and the proforma of contracts and agreement, various registers etc., are dealt in the vol. I. The vol.II comprises of appendices concerning delegation of financial powers. Prominent-among these appendices are those which deal with delegation of financial powers on various administrative and financial matters. In all, there are 330 articles and 27 forms in vol. I and 27 appendices in the vol. II. The executive orders issued by Government on financial management from time to time also have to be adhered by all Govt. servants.

## GOVERNMENT TRANSACTIONS

- 1.1 Government's financial transactions consist of receipts and disbursements. The-receipts-comprise ordinary revenue derived from taxes, duties, fees, fines and similar items of current Government income and receipts of a deposit or banking nature including repayment of loans and advances. Government disbursements comprise expenditure out of ordinary revenues, capital expenditure and payment of banking nature including loans and advances and repayment of deposits (Art. 1 &2).

## RECEIPTS, THEIR COLLECTION AND CHECK

- 3.1 Every Government servant who is responsible for the collecting of any moneys due to the Government should ensure that:
  - (a) Demands are made immediately as payments become due.
  - (b) Effective steps are taken to ensure the prompt realisation of all amounts due.
  - (c) Proper records are kept to account for all collections made.
  - (d) The demand, collection and the balance are monitored frequently to ensure complete realization.

Irrecoverable dues are written off as per provisions contained in Appendix 23 TSFC vol. 1/ (Art. 7-9). The Heads of Departments are vested with powers of write off to the extent of Rs.5.00 lakhs.

- 3.2 Rents of Government buildings due from Government servant, should be recovered from the Government servant concerned promptly in accordance with the Instructions contained in Art 14-21.
- 3.3 Where any Government property or right is sold by public auction adequate time should be given between the" date of notification of the auction and the actual date. The Government servant conducting the auction shall give adequate time before knocking down the bid in' favour of the highest bidder and shall also obtain signatures of successful bidder and two other bidders lower to the highest bid (Art 22-A).
- 3.4. **REFUNDS OF REVENUE** Appendix 2, Vol. II, deals with powers of various authorities regarding refund of revenue. Incuse of excreta refund, a claim for refund is entertain able up to a time limit of one year if notice has not been given. When notice is given, the time limit is one year. Statutory refunds are governed by the .Law of Limitation. As per G.O.Ms.No. 94 Fin. & Plg dt. 27.3.86 the original record should be traced and the fact of refund recorded in the departmental record and the counterfoil of the cash receipts, original receipt issued to the payees should also be collected if possible and destroyed.

## **SANCTIONS**

- 4.1 A sanction order should stipulate the authority under which it is accorded; Copies of the sanction should be sent to the AG. under the ink signature of a Gazetted officer (Art. 45).
- 4.2 Sanction of the Government or authority subordinate to the Government takes effect from the date of the order conveying the sanction unless otherwise stipulated in the sanction order under the rules on the subject (Art. 49).
- 4.3. A Sanction for a fresh charges lapses if it has not been acted on for a year unless it is specifically renewed. The period of one year is taken into consideration from the date of issue of the sanction which should be considered to have been acted upon, if payment in whole or in part has been made in pursuance of the sanction within 12 months from the date of issue of sanction. In-cases where part payment has been made with in the stipulated period, subsequent payment of balance may be made without a fresh expenditure sanction.
- 4.4 When there is a specific provision in a sanction for any fresh charge to the effect that the expenditure would be met from the budget provision of a specified financial year, such sanction will lapse on the expiry of the specified financial year and will not be operative for one year from the date of sanction (art. 56).



- 4.5 The powers of sanction of expenditure of the subordinate authorities are laid down in TSFC VOL.II, Appendix 7 deals in respect of consumer items and contingent expenditure. The specific provisions relating to delegation of Financial Powers in the Departmental Manuals should also be considered. Apart from these, Larger delegation of powers are vested with the Heads of Departments, Dist. Collectors and other regional and district officers from time to time as ordered in the following GOs:

G.O.(P) No. 703 GA (AR&T) Dept. dt. 4-12-78

G.O.Ms.No. 215, Fin & Plg. dt. 14-7-83,

G.O.Ms.No. 102, GAD dt. 24-2~86,

G.O.Ms.No. 317, GAD dt.13-6-86,

G.O.Ms.No.187, GAD dt.13-6-86,

G.O.Ms.No. 496, GAD dt. 28-9-94 and

G.O.Ms.No. 389 GA (AR& T) dt. 4-9-96,

G.O.Ms.No. 148, Fin. & Plg. dt. 21-10-2000.

- 4.6 **CONTRACTS:** Authorities specified .in Appendix 4 of TSFC Vol. II are authorised to enter into, contracts on behalf of the Government. The standardized form of tender and contract in respect of stores is available in form No.9 appended to the TSFC Vol. I. Contacts in regard to which the Governments have not issued any definite rule and contracts containing unusual conditions should be made only after obtaining Government sanction (Art. 51). The Departmental Manuals also contain the standardized formats for contracts specific to the Dept.

## STORES

- 4.7 Stores include all articles and materials such as furniture, chemicals, scientific instruments, appliances, stationery articles, diet articles, material for construction of buildings, departmentally manufactured stores, tools and plant etc. (Art. 122).

All stores should be purchased through the Director, Printing and Stationery excepting those which have been specifically exempted from his purview under article 123 such as perishables like fruits, food stuff, newspapers etc; The items under rate contract finalized by Director of printing and stationery should be purchased from the earmarked firms. In cases of emergency, the Heads of Departments may purchase stores directly after obtaining approval of the stores purchasing committee in regard to other items as well.

Where stores are purchased directly, the following criteria should be followed in regard to preference in the purchases.

- 4.7.1 First preference for stores manufactured in sister government departments / workshops.
- 4.7.2 Second preference in respect of standard items to fully owned government undertakings and corporations; in respect of standard items. These corporations need not participate in tenders.
- 4.7.3 In respect of Non-standard items, the public undertakings also have to participate in the tenders, if any, called by departments.
- 4.7.4 The items reserved for the SSI units should be exclusively purchased from them. The list can be had from Director of Industries. These units have also been exempted from the requirement of lodging earnest money and security deposit for these specified items for which they have been enlisted.
- 4.7.5 The goods manufactured in jails should be had from them only. They include furniture, stitching of khaki uniforms, attender's liveries, ammunition boots for officials of police, fire services and prison departments, phenyl, never. These items can be purchased from outside only after obtaining 'No stock certificate from the jail department.'
- 4.7.6 Modern office equipment such as computers etc, should be purchased-only through the A.P. Technology Services Ltd.
- 4.7.7 The cloth requirements of offices towards livery etc., should be purchased from the APCO. Likewise the woollen carpets should be purchased only from A.P. State Wool Industrial Co-operatives. Leather goods should be purchased from LIDCAP.
- 4.7.8 Steel furniture should be purchased solely from APSSIDC, while wooden furniture should be purchased from the jail department, the Government centres like WD workshops, Furniture Mill cum mechanical wood workshop, Sanathnagar etc. Industries Center, Hyd should be given next preference.
- 4.7.9 Stitching of uniform should be entrusted to physically handicapped coop tailoring Industries. Canning of chairs and manufacturing of garden chain should be entrusted to physically handicapped co-op cane and weaving society, (GOMs.No.467 Fin & Plg dt. 9-7-90, GOMs. NO.770 Ind. and Commerce dt. 8-11-90, GOMs.No.717 Plg. dt. 20-12-85, GOMs. NO.106 GAD dt. 27-2-86, GOMs. No.594 GAD dt.22-11-86).

**4.7.10 TENDERS:** Article 125 deals with purchases through tender systems.

**4.7.11 SINGLE TENDER SYSTEM:** to be adopted in regard to purchase of a small order which does not exceed Rs.10, 000 and Rs.20,000 if more than one kind of articles is ordered at one time and propriety items.

**4.7.12 LIMITED TENDER SYSTEM:** Should be adopted when the limits for the single tender system are exceeded and the estimated value of the order is less than Rs. 5 lakhs.

**4.7.13 OPENS TENDER SYSTEM:** Should be followed in regard to purchase of stores of a value of Rs. 5, 00,000 and more. When comparing the rates quoted by the firms situated in A. P. and those outside the State, the comparison should be done on the basic cost and not inclusive of taxes. Govt. orders in this regard should be adhered:

**4.7.13.1.** When open Tenders are called, circular communication should be sent to dealers of repute apart from wide publicity in Newspapers, trade bulletins etc. A time gap of at least one month should be given between the date of notification of the tender and the last date for submission of tenders. If the lowest tender is passed over specific reasons therefore should be recorded (Art125). E. procurement should be adopted in procurement of stores as stipulated in orders of Govt. from time to time.

**4.7.14 STOCK ACCOUNTS:** Separate stock accounts should be maintained for Expendables and non-expendables such as furniture, equipment's etc. (Art 133}.

**4.7.15 INSPECTION OF STORES:** Stores should be periodically inspected and action taken to regularise the short coming by recovery from concerned/write off etc. (art 139). The unserviceable articles should be identified and action taken for disposal and write off in the manner indicated in art. 143 TSFC Vol. I. In regard to library books the verification procedures stipulated in G.O. MS No: 10 Finance dated 8-1-1987 should be adhered and write off of losses considered.

## **WORKS**

5. When a Government building is occupied by more than one department the Revenue Department, if it is one of the occupants and otherwise the department which occupies the major portion of the building will be termed as the department which uses or required the building (art.151).

No work may be started without a proper estimate. The powers delegated to various departmental authorities to sanction expenditure on works are

specified in Annexure 12 TSFC vol.II. The following are methods of special execution of works (Art. 163).

- 1.1 **THE DEPARTMENTAL METHOD:** Where the department itself engages the necessary daily labour and procures necessary materials. This, method is adopted when no-contractor-is available or when it is considered economical.
- 1.2 **PIECE WORK METHOD:** The piece worker agrees to execute a work at specified rates without reference to quantity and this is adopted in regard to petty works.
- 1.3 **LUMPSUM METHOD:** The contractor agrees to execute a complete work with the specification for a lump sum payment.
- 1.4 **SCHEDULE CONTRACT METHOD:** The contractor agrees to execute a work at fixed rates and the amount paid to him depending upon the quantity of the work.
- 1.5 **AGREEMENT:** No work which is to be executed under a contract should be started until an agreement is executed with the contractor (Art. 160).
- 1.6 **MUSTER ROLL:** Should be maintained in the manner prescribed/stipulated under art.172 TSFC for all departmental works. The attendance of the work charged establishment and casual workers should be taken in the muster roll.
- 1.7 **MEASUREMENT BOOK:** Is the original record of actual measurement of the works executed and should be written in the manner laid down under art. 175 TSFC Vol. I. It must -be preserved with great care since it may have to be produced as evidence in a court of law in the event of legal disputes in regard to works.
- 1.8 **ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION:** Administrative approval means the formal acceptance by an administrative department of a proposal that PWD (R&B) or the Electricity Department, should incur a specified amount of expenditure on a specified work. Technical sanction means the order for a competent authority sanctioning a properly detailed estimate of the cost of a work to be carried out by PWD/Electricity Dept. after the Administrative approval is obtained (Art 185TSFC vol.I). For execution of works other than by departmental method the tender system should be followed (Art. 192).
- 6 **ARREAR CLAIMS:** A drawing officer should obtain authorization of AG/PAO in regard to claims which are not preferred within one year of their becoming due. However claims not exceeding RS.5001-of each individual monthly claim presented within 3 years of their becoming due can be drawn without the need for pre audit.
- 6.1 A T.A. claim made after 3 months from the date on which the claim has fallen due should be refused. No claim for drawal of arrears of TA is admissible

consequent on the fixation of pay in the revised pay scales etc. A leave travel concession bill, if preferred after one month of the completion of journeys should be admitted only after imposing a 15% cut over the said claims. T.A. claim which is not preferred within three years of performance of journeys is not permissible.

6.2 The appointing authorities in respect of NGOs and the Heads of Departments in respect of Gazetted Officers are authorised to sanction arrear claims up to a period of 6 years after pre audit. Arrear claims for periods exceeding six years are not subjected to AG's preaudit and sanctioned by the Heads of Departments on adhoc basis vide G.O.Ms. No. 161, F & Plg dt. 27.4.91. But in such cases two separate bills for period over and above six years which are sanctioned on adhoc basis by the Heads of Departments should be prepared vide G.O.Ms.No. 161, F&Plg dt. 27.4.91. The date on which a claim becomes due is the date of its sanction.

6.3 **PAY ETC DUE TO DECEASED GOVERNMENT SERVANTS:** Pay, leave salary and the emoluments due to a Government servant are to be paid fourth day of death irrespective of the hour of death. In respect of Gross amount of claim up to Rs. 5,000/-payment to the person holding right and title may be ordered by the Head of the office without the need of any legal authority. If the gross amount exceeds Rs. 5,000/- orders of the Head of the department should be obtained who will order the payment in accordance with the detailed procedure laid down in Art 80.

6.4 **PAYMENT IN THE CASE OF EMPLOYEES WHOSE WHEREABOUTS ARE NOT KNOWN** (art 81 read with G.O.Ms.No.241, F&P dt.10.9.87 and G.O.Ms.No.111 Fin& Plg dt. 22.4.88)

6.4.1. In the above case the family should obtain a report from concerned police station that the employee has not been traced. An indemnity bond from the Nominee/dependent to the effect that all payment due to the employee, in case he appears on the scene and makes any claim should be obtained. All Government dues should be recovered before effecting payment to the nominees.

6.4.2 **PENSION:** Family pension, DCRG applications are entertained only after one year of disappearance.

6.4.3 **GROUP INSURANCE:** Insure cover claim is payable after 7 years of the month following month of disappearance provided the claimant produces a proper and indisputable proof of death or a decree of the court of the employee is presumed dead.

6.4.4 **SAVINGS FUND:** is payable after one year after following the procedure laid down under 4.11.1 above. However in respect of total insurance claims

for a period of one year, full subscription at the rate applicable on the date of disappearance together with interest at the rates applicable to savings fund should be recovered from the savings fund amount payable after one year. For a further period of 6 years or till the month in which insurance cover is paid, whichever is later, premium of insurance cover at 3/- per month for every Rs. 10,000/-along with interest should be recovered from the Insurance cover payable after 7 years.

- 6.5. TOUR ADVANCES** are sanctioned under art.84 by heads of offices to themselves as well as employees of their offices to defray tour expenses. The advances should be adjusted in full at once when the Government servant returns to headquarters or by 31st March whichever is earlier. Advances drawn in March May be adjusted before 30th April. No second advance should be sanctioned until the first has been fully adjusted. A register in form NO.223 TSFC Vol.I should be maintained for the adjustments of Tour advances (art.84).
- 6.6. DEDUCTION OF INCOME TAX:** Every Disbursing officer should make the appropriate deductions of income tax in accordance with the provisions of IT Act. (art.86).
- 6.7. ATTACHMENT OF PAY AND ALLOWANCES BY CIVIL COURTS:** The maximum amount attachable by a civil court is calculated on the amount earned and not on what remains after satisfying debts due to the Government on advances taken under the rules. The emoluments excepting the compensatory allowances detailed in art. 87 are attachable by courts of law.

## **CONTINGENT CHARGES**

- 7.1 Heads of offices have been empowered to incur or sanction expenditure on ordinary and recognized contingencies should not involve any commitment beyond a single payment unless the authority concerned has been fully empowered to incur or sanction such recurring expenditure. Appendix 7 & 15 TSFC VOL.II in particular deals with powers of various authorities in this regard.
- 7.2 **DELEGATION OF POWERS:** Head of offices may also delegate their powers to incur-or sanction expenditure on contingencies to any gazetted government servant serving under him subject to any further conditions and restriction which he may consider necessary.
- 7.3 Government have prescribed the powers of various Heads of Departments and subordinate authorities in the following codes:
- (a) Financial code Vol.II in regard to loans and advances and temporary advances and subordinate authorities in the following codes.

- (b) Financial code Vol.II in regard to various aspects relating to refunds of revenue, entering into contracts, contingent expenditure, miscellaneous expenditure, write off of losses etc.
  - (c) Departmental codes and manuals specifically for the officer of concerned departments.
  - (d) Executive orders/delegation of powers are accorded in the G.Os indicated at 4.5.
  - (f) Executive orders conferring larger powers in regard to some specific departments are issued in G.O.Ms. No.417 GAd dt. 5.8.86 etc.
- 7.4 Contingent charges are recorded in a special register maintained in each office as per provisions under art 103 FC Vol.I. Detailed classification of expenditure and the progressive total a~1st the, budget allotted should be recorded in the contingent register as laid down in art. 103.

#### **7.5 DRAWAL OF MONEY RELATED TO CONTINGENT**

**EXPENDITURE:** The moneys under contingencies are generally drawn from public account as follows:

- 7.5.1 PERMANENT ADVANCE:** Each office is sanctioned the required amount of permanent advance by the Government. Revision of P.A. may also be sanctioned by the above authority. The P.A. is accounted for in a special register prescribed in GO Ms. No. 54 F&P dt.14-2-79 appended to financial Code vol.1 and is meant for making initial payments in regard to items of expenditure which are absolutely essential to meet the expenses of an office (art.94) and presentation of bills at the Treasury / PAO (art106)
- 7.5.2 FULLY VOUCHERED BILLS:** in regard to transactions made on credit basis, the amounts required are drawn based on suppliers bills and advance stamped receipts. If these transactions come under countersigned contingencies, i.e. items specified for each department under appendix 8 TSFC Vol.I. controlling officer should countersign before draw, Otherwise these can be drawn by drawing officer, themselves.
- 7.5.3 ABSTRACT CONTINGENT BILLS (A.C.bills):** are drawn for the items of Contingencies specified in Appendix 8 of TSFC. In respect of items of expenditure not already earmarked for draw on A.C. bills under appendix 8 TSFC vol.II, the Heads of departments may authorize drawals on A.C. bills for sums not exceeding Rs. 10,000/- on each occasion. (G.O. Ms. NO.148 Fin & Plg dt. 21-10-2000). The detailed bills with regard to the A.C. Bills in all cases have to be presented directly at the Dist. Treasury concerned/PAO. The officer is dispersed with system of forwarded through controlling.

**7.5.4 TEMPORARY ADVANCE (ART.99):** may be drawn for meeting contingent expenditure of a specific nature by obtaining specific sanction of Government. Standing sanction in respect of some of the departments are detailed in art.99. A second advance should not be drawn unless the detailed accounts for the earlier advance are submitted by Drawing officer to AG/PAO and certificate to that effect recorded in the bill.

### **GRANTS IN AID**

8. Art 211 deals with grants-in aid. Every order sanctioning a grant should specify clearly the object for which it is given and the conditions, if any, attached to the grant. A utilization certificate should invariably be obtained-for all grants and the checks envisaged under art. 211 scrupulously exercised.

### **DEPOSITS**

9. Government receives money in connection with the transaction of public business termed as deposits which are repaid to the parties concerned by repayment or otherwise. Any department of Government may receive such deposits. A large number of these relate to revenue administration or the administration of justice. No amount should be credited under a deposit head if it can properly be credited to some other known head in Government account. The criteria under art.267 and 268 should be followed in accepting deposits. The detailed procedure in regard to credit and repayment of deposits are laid down in T. R. 10 and TR 16 of APTC code Vol.I. The departments should reconcile the balances under deposits with the Treasury / Bank every month.

### **CARRIAGE OF CASH**

10. The minimum precautions to be observed for safeguarding Government money i.e., the encashing of bills, in remitting money from one office to another are stipulated in art. 274-A. The staff members as per scale should be detailed for the purpose keeping in view the volume of cash involved.

### **LOSSES**

11. In the event of losses in cash and stores, the departments should follow the detailed procedure under art. 294-302 of the code. Departmental action should be pursued to see that the losses are made good and where this is impossible, to get waiver by write off under order of competent authority. The modus operandi of the loss should be investigated thoroughly to know the defects in the system, if any, which resulted in the loss and to ensure necessary remedial measures.



## 12. MISCELLANEOUS

Govt. circular Memo No.164-B/25/A21W&M/2000/Fin & plg Dept dt.28.2.2000 reiterates the ban on purchase of New Vehicles. Proposals for hiring of vehicles should be accompanied with condemnation certificate issued by the appropriate authority in conformity with orders issued in G.O.Ms.No.333 GA OP II Dated 31-7-1997. Driver of the condemned vehicle should be surrendered to Finance & Pig. (FW-SMPC) Department.

## 13. DELEGATION OF POWERS

Delegation of powers as accorded in GOMs No. 490 GAD dt. 28-9-94 and G.O. Ms. No. 389 GA(AR&T) D dt. 4-9-96 and as per G.O. Ms. No. 148, Finance and Planning dt. 21-10-2000 are indicated in the statement.

SI. No	Item of Expenditure	Sectt HODs/Dist. Collectors.	Dept Regional officers	Dist. officers (other than (D.C.'S) Unit Offices
1.	Maintenance of Motor Vehicles a. Light Vehicles b. Heavy Vehicles	Full powers subject to guidelines vide G.O.Ms. No.333 GAD Dt.31-7-1997	2000 per vehicle 4,000 per vehicle	2000 per vehicle 4,000 per vehicle
2.	Purchase of Stationery	Full powers	Full powers	Full powers
3.	Purchase of steel, wooden Furniture	Full powers	50,000	10,000
4.	Repairs to Furniture	Full powers	5,000	5,000
5.	Rent of office building	Full powers according to plinth area & rent assessment by R&B (instructions issued in G.O. Ms. No.35 F& P dt.27.2.97 read with Govt. Memo 127 R&B/97 dt. 9.6.97)	Full powers according to plinth area & rent assessment by R&B (instructions issued in G.O. Ms. No.35 F& P dt.27.2.97 read with Govt. Memo 127 R&B/97 dt. 9.6.97)	Full powers according to plinth area & rent assessment by R&B (instructions issued in G.O. Ms. No.35 F& P dt.27.2.97 read with Govt. Memo 127 R&B/97 dt. 9.6.97)
6.	Purchase of bulbs and lamps	Full powers	10,000	500
7.	Light refreshments	Rs. 300 at a time not exceeding Rs. 2000 p.m.	Rs.200 p.m.	Rs.200 p.m.

8.	Books, maps and periodicals	Full powers	12,500 P.A	600 P.A.
9.	Repairs to typewriters	Full powers	Full powers	Full powers
10.	Condemnation of vehicles	Full powers subject to technical scrutiny by PW workshop or Area Transport Officer	Full powers subject to technical scrutiny by PW workshop or Area Transport Officer	Full powers subject to technical scrutiny by PW workshop or Area Transport Officer
11.	Repairs to Duplicators Full powers	Full powers	1,000	1,000
12.	Organization of Sports and games	50,000		
13.	Electrical installations Full powers a. For additional improvements alterations to each building, apartment in the compound	Full powers	1,000	1,000
	b. Improvement and alternations and new installation to new buildings	1,00,000	1,000	1,000
14.	Printing locally without referring to govt. Press printing & binding	Full powers	5,000	1,000
15.	Visits of high personages	5,000 on each occasion subject to a ceiling of Rs.50,000	200 per occasion subject to a ceiling of Rs.2,500	200 per occasion subject to a ceiling of Rs.2,500
16.	Purchase of non-govt. Publications relevant to law and Admn. Management	Full powers		
17.	Crockery Cutlery and Utensils (Initial Purchase)	5,000		
18.	Purchase of Fans	Full powers		
19.	Air Coolers	Full powers		

## THE ACCOUNT CODE

1. The AP. Accounts code Vol-1 deals with important aspects concerning classification of Accounts and other allied aspects. The functions of the Comptroller and Auditor General of India (C.A.G.) in relation to accounts are derived mainly from the provisions of Articles 149 to 151 of the Constitution of India. Article 149 envisages an Act of Parliament to regulate the duties and Powers of the CAC Parliament has enacted the Comptroller and Auditor General's (Duties, Powers and Conditions of Service) Act, 1971 which came into force from 15th Dec. 1971. The Act prescribes inter alia the duties and, powers of the C.A.G. in relation to the Accounts of the Union, the States, Union Territories and other authorities and bodies.

According to section 10 of the Act., C.A.G. shall be responsible for compiling the accounts of the Union and of each state from the initial and subsidiary accounts rendered to the audit and accounts offices under his control by treasuries, offices of departments responsible for the keeping of such accounts and he shall prescribe the manner in which the accounts are to be kept.

Detailed instructions were issued by the C.A.G. regarding maintenance of Accounts. The Andhra Pradesh Accounts Code is in three volumes. Volume I of the code describes the functions of the C.A.G. in relation to Government Accounts and the general outlines of the system of these accounts. Volume II of the code contains the directions of the C.A.G. relating to the initial accounts kept by Treasuries and the form in which accounts are rendered by them to the Accountant General. Similarly Volume III contains the C.A.G'S directions regarding the initial and subsidiary accounts kept by the Public works and Forest Department Offices and the accounts, submitted by these offices to the Accountant General.

2. **MAIN DIVISIONS OF GOVERNMENT ACCOUNTS:** The Government Accounts are kept in three parts. They are:

Part I	Consolidated Fund
Part II	Contingency Fund
Part III	Public Account

- 1.1 **PART -I: CONSOLIDATED FUND:** There are two main Divisions viz:

- 1) Revenue : Consisting of Sections/ Sectors for Receipt Head (Revenue Account) and Expenditure Heads (Revenue Account).
- 2) Capital : Consisting of Sections / Sectors for Receipt Heads, (Capital Account) and Public Debt Loans and Advances etc.

**2.2 REVENUE ACCOUNT:** The first Division deals with the proceeds of taxation and other receipts classified as revenue, and the expenditure met there from. It is divided into sections, sectors to indicate Receipt Heads (Revenue Account) and Expenditure Heads (Revenue Account)

The sectors prescribed for sectorial classification of revenue receipts are:

- A. Tax Revenue
- B. Non -Tax Revenue, and
- C. Grants -in -Aid and Contributions.

**2.3 The sector A. Tax Revenue will have the following sub-sectors.**

- a) Taxes on Income and expenditure
- b) Taxes on property and Capital transactions.
- c) Taxes on Commodities and Services.

**2.4 The Sector B. Non -Tax Revenue will have the following Sub-Sectors**

- a) Fiscal Services
- b) Interest receipts, Dividends and Profits
- c) Other Non-tax Revenue comprising of receipts relating to
  - i) General Services, ii) Social Services, and iii) Economic Services etc.

**2.5 Similarly the following sectors are prescribed to record the expenditure.**

- A. General Services
- B. Social Services
- C. Economic Services
- D. Grants -in-Aid and contributions

A number of Sub-sectors are opened under each sector.

**2.6 CAPITAL ACCOUNT:** The section Receipt Heads (Capital Account) in the second division (para 2.1. above) deals with receipts of a capital nature which cannot be applied as a set off to capital expenditure.

The section Expenditure Heads (Capital Account) in the second division (Para 2.1. above) deals with expenditure met usually from borrowed funds with the object of either increasing concrete assets of a material and permanent character or of reducing recurring liabilities.

The section 'Public Debt' and Loans and Advances etc. of the second division (para 2.1above) comprises loans raised and their repayments by government such as Internal Debt, external Debt to the Central Government and Loans and Advances made and their recoveries by Government..

**2. PART II: CONTINGENCY FUND:** Apart from the Consolidated Fund, there is Another fund called 'Contingency Fund' which shall be at the disposal of the Governor of the state. This fund is created under clause (2) of Article 267 of the Constitution of India and constituted by the Andhra Pradesh Contingency Fund Amendment Act, 1957as amended from time to time. It is in the nature of an imprest Created by a non-recurring contribution of Rs.50 crores from the consolidated Fund of the state. The Contingency Fund is intended to provide advances for meeting unforeseen expenditure arising in the course of a year, pending authorisation of such expenditure by law to be passed by the State Legislature under Article 205 or 206 of the Constitution. The rules regarding the purpose for which the contingency fund has to be utilised, the procedure to be followed in case the advances sanctioned remain wholly or partially unutilised etc. are laid down separately.

**3. PART III: PUBLIC ACCOUNT:** The Public Account of the State pertains to all public moneys received by or on behalf of the State Government which are not creditable to the Consolidate fund of the state, vide Articles 266 (2) and 284 of the Constitution of India. It comprises:

- |                           |                               |
|---------------------------|-------------------------------|
| 1. Provident Funds etc.   | 4. Suspense and Miscellaneous |
| 2. Reserve Funds,         | 5. Remittances,               |
| 3. Deposits and Advances. | 6. Cash Balance.              |

4.1 The accounts relating to Provident Funds, Reserve Funds, Deposits and, Advances record transactions in respect of which the Government Act as Bankers, receiving amount which they afterwards repay and paying out amounts which they subsequently recover. The suspense and Miscellaneous and remittance accounts comprise merely of adjusting heads, and all entries under them are cleared eventually by adjustment under final heads.

**5. SEVEN TIER SYSTEM OF CLASSIFICATION OF GOVERNMENT OPERATIONS:** For a purposeful review of Government operations, a scheme of classification consisting a number of tiers is needed.

**5.2. MAJOR HEADS AND SUB-MAJOR HEADS:** The sectors are sub-divided into Major Heads of Account. The outlays under each sector are allocated among a number of major heads (Heads of. Development so far as plan outlays are concerned) which would give an idea of the distribution of expenditure among functions which represent the major divisions of the Government efforts such as Education, Medical, Agriculture etc. This distribution will facilitate appreciation of inter reallocation of resources within the sectors, for example, how much is provided for education visa - vis public health in the sector 'Social Services', how much for industry Vis-a-Vis transport facilities in the sector 'economic services' and so on.

5.3. Each Major Head is allotted a code number which consists of a four digit arabic number code. The first digit indicates whether a particular Major Head pertains to the Revenue Receipt Section I Revenue expenditure Section / Capital Receipts Section I Capital Expenditure section, Public Debt, Loans and Advances Section or to the Public Account. The next three digits indicate the Major Heads. The digits indicating the major head would remain the same for the major head denoting the same function occurring in the several sections included in the Consolidated Fund. The significance and mode of operation of this scheme of codification would be clear from the following examples; taking the major heads for the functions 'education' and 'medical & Public Health' in the sector B. 'Social Services' and 'Road Transport' in the sector 'Economic Services'. These major heads will have the code numbers as indicated below:

Receipts	Major Head Revenue Account	Expenditure	Major Head Revenue Account	Capital	Major Head	Loan Major Head
202	Education	2202	Education	4202	Capital outlay on Education	6202 Loan for Education
210	Medical & Public Health	2210	Medical & Public Health	4210	Capital outlay on Medical & Public Health	6210 Loan for Medical & Public Health
1055	Road Transport	3055	Road Transport	5055	Capital outlay on Road Transport	7055 Loans for Road Transport
401	Crop Husbandry	2401	Crop Husbandry	4401	Capital outlay on Crop Husbandry	6401 Loans for Crop Husbandry

5.4 The following table indicates the block of consecutive serial numbers allotted to various major heads.

0020 to	1999	Receipt Major heads
2011 to	3999	Expenditure major heads on Revenue Account
4000		Capital receipts major head
4011 to	5999	Expenditure major heads on capital account
6001 to	6010	Public Debt.
6011 to	7999	Loans and advances etc
8000		Part II contingency fund
8001 to	8999	Part III Public Account

5.5 For purposes of greater and effective control, Sub-major heads are opened under some major heads

Example:	2210 Medical and Pubic Health
	01. Urban Health Services – Allopathy
	02. Urban Health Services - Other systems of Medicine
	03. Rural Health Services – Allopathy
	04. Rural Health Services – Other systems of Medicine
	05. Medical Education, training and Research
	06. Public Health
	08. General

The Sub-major heads constitute the fourth tier of classification.

**5.6 MINOR HEADS AND SUB-HEADS:** The objectives of a function are achieved by undertaking a number of programmes. For example, the objectives of Public, Health are achieved through the following programmes:

Prevention and control of diseases	<b>(101)</b>
Prevention of food adulteration	<b>(102)</b>
Drug Control	<b>(104)</b>
Manufacture of sera/vaccine	<b>(106)</b>
Public Health Laboratories	<b>(107)</b>
Public Health Education	<b>(112)</b>
Public Health Publicity	<b>(113)</b>

These are called minor heads of account.

Similarly Under 05: Medical Education, training & research, we have the following minor heads:

101	Ayurveda	104	Siddha
102	Homeopathy	105	Allopathy
103	Unani	200	Other Systems

Thus the fifth tier of classification; viz. minor heads identify these programmes under each function (major head). This will not only give a clear picture of what programme Government is undertaking to develop a particular function but also facilitate preparation of budget. A programme would consist of a number of schemes. For example, the control of diseases under 'Public Health' will consist of schemes the malaria eradication, filaria eradication. Control of tuberculosis etc. These are called sub heads under the relevant minor head. This is the sixth tier of classification and this will reflect the schemes undertaken under a programme. The fifth and sixth tiers of classification will thus provide a link between budget outlays and development programmes and schemes and foster adoption of modern techniques for programme selection, monitoring and evaluation of performance etc.

## **5.7 DETAILED HEADS AND SUB-DETAILED HEADS:-**

The detailed heads and sub detailed heads constitute the seventh and last tier of classification. Within each scheme, for purposes of departmental control it would be necessary to know expenditure on the scheme in terms of inputs such as salaries purchase of stores, grants in aid, loans and investments etc. The last tier of classifications should, therefore, represent the nature of expenditure which is otherwise called object classification.

The standard object heads from 1-4-2002 have been revised by Government in G.O.Ms.No.664 Finance & (BG) Department dated 27-10-2001. The list of object heads is given below:

10 Salaries	150 Royalty
11 Pay	160 Publications
12 Other Allowances	200 Other Administrative Expenses
13 DA	210 Supplies and Materials
20 Wages	211 Materials and Supplies
30 Over Time Allowance	212 Drugs and Medicines
40 Pensionary Charges	220 Arms and Ammunition
41 Pensions	230 Cost of ration/diet charges
42 Gratuities	240 P.O.L.
50 Rewards	250 Clothing and Tentage
110 Domestic Travel Expenses	260 Advertising and Publicity
111 TA	270 Minor Works
112 Bus Warrants	271 Other Expenditure
113 TA/DA to Non-officials	272 Maintenance
130 Office Expenses	273 Work Charged Establishment
131 Utility Payments	280 Professional Services
132 OOE	281 Pleaders Fees
140 Rents, Rates and Taxes	282 Payments to Home Guard
283 Payments to Anganwadi Workers	501 Compensation
284 Other Payments	502 Transport Facilities, Other Expenditure .
	345



300 Other Contractual Services	
301 Contractual Services	510 Motor Vehicles
302. Out Sourcing	520 Machinery & Equipment
310 G.I.A.	521 Purchases
311 GIA towards Salaries	522 Tools and Plant, members
312 Other GIA	523 Deduct Receipts and Recoveries
313 Per Capita Grants	530 Major works, towards Maintenance
314 Seignior age Grant	540 Investments
315 EFC Grants	550 Loans and Advances
320 Contributions	560 Repayments of Borrowings
330 Subsidies	600 Other Capital Expenditure
340 Scholarships and Stipends	610 Depredation
410 Secret Service Expenditure	620 Reserves
420 Lump sum provision	630 Inter Account transfers
430 Suspense	640 Write-off and losses
450 Interests	706 Deduct recoveries
460 Shares of Taxes/Duties	
500 Other Charges	

**010 Salaries:** Will include Pay and Allowances of Officers and Staff including Leave travel Concession except Dearness Allowance which is now classified under new detailed head as '013' Dearness Allowance'.

**013 Dearness Allowance:** The Dearness Allowance payable to all Officers and Staff will be classified under this head.

**020 Wages:** will include payment of wages to daily wage workers and contingent employees paid on consolidated basis.

**111 Travel -Expenses:** will cover all expenses on account of travel on duty including Conveyance, Fixed Travelling Allowance and Transfer Travelling Allowance but excluding leave Travel Concession.

**113 T.A. / D.A. to non -official Members:** will record expenditure on T.A. / D.A to Non official Members of all Committees constituted by the Government.

**132 Office Expenses:** will include all contingent expenditure for running an office such as Postage, Telephone, Telegram, water and Electricity charges Purchase of Motor Vehicles, Purchase of furniture" stationery and other equipment for office use. The expenditure on maintenance of office vehicles excluding petrol, oil and lubricants will come under this bead. The .expenditure on petrol, oil and lubricants shall be classified under distinct detailed head 450 Petrol, Oil and Lubricants.

**160 Publication:** will include expenditure on printing of Office Codes and manuals and other Documents whether priced or non priced but will exclude expenditure on printing of Publicity materials and Purchase of Library Books.

**211 Materials and Supplies:** will include all materials except 'Drugs and Medicines' which will be recorded under a distinct detailed head '670. Drug and Medicines'.

**212 Drugs and Medicines:** will record expenditure on cost of Drugs and Medicines in Hospitals and Dispensaries.

**220 Arms and-Ammunition:** will include purchase of Arms and Ammunition to Police Department etc.

**240 Petrol, Oil and Lubricants:** will include expenditure on petrol, oil and lubricants on all motor vehicles including office vehicles and functional vehicles.

**250 Clothing, Tentage and Store:** will include supply of uniform to Police, Excise Constables, Home guards, last grade employees, Boarders in Hostels, Jail Inmates etc.,

**260 Advertising and Publicity:** Will include Printing of Publicity material.

**272 Maintenance:** will record expenditure on maintenance of Civil Works. It will also include expenditure on Work charged Establishment.

**280 Payments for Professional and Special Services:** will record expenditure on payment fee, payment to Home Guards, payments to Anganwadi workers and all other type of remuneration for professional services.

**310 Grants-in-aid:** will include grants -in -aid towards Salaries and other Grants-in aid including obsequies charges to be paid to the family of deceased Government Servants.

**320 Contributions:** will include all contributions to be made by the Government.

**330 Subsidies:** will include all subsidies like Rice Subsidy, Fertilizer Subsidy etc.

**340 Scholarships and Stipends:** will include all Scholarships and Stipends.

**500 Other Charges:** A residuary head. This will also include legal charges connected with filing of appeals in the court obtaining certified copies of Judgement from the Court.

**510 Motor Vehicles:** will include purchase of all functional vehicles Like Fire Engines, Ambulances, and Police Vehicles etc. It will also record expenditure on maintenance of functional vehicles except expenditure on petrol, oil and lubricants, which will be classified under "450. Petrol, Oil and Lubricants".

**520 Machinery and Equipment:** will include machinery, equipment, apparatus etc., other than those required for the running of an office. It will also include

Expenditure on maintenance of machinery and equipment

**522. Tool and plant:** will include special tool and plant acquired for specific work other than machinery and equipment

**530. Major works and 270 minor works:** will be classified with reference to classification of major / minor work in A.P Account code .This exclude cost of land acquisition which will be classified under distinct head 640 Lands

**5.8** from the preceding paras we arrive at the following conclusions

The Government transactions are classified under seven Tiers

(1)and (2) sectors and Sub-sectors indicate group of function

(3)and (4) major heads and sub-major heads represent individual functions

(5) Minor Heads represent programmes.

(6) Sub-heads and Group sub-heads represent schemes.

(7) Detailed and Sub-detailed heads represent object classification. They are the primary units of appropriation meant for itemized control, over expenditure and indicate the nature of expenditure on a scheme on a activity or organization in terms of inputs such as 'Salaries officer Expenses' etc.

5.9 Thus, for example, the complete classification of Charges towards pay of an officer employed for prevention and control of malaria in a district office in the public Health Department would be ,as follows

Sector	B. Social Services
Sub-Sector	(b) Health and Family Welfare
Major Head	2210
Sub -major Head	06 public Health
Minor-head	101- prevention
Sub-head	Control of malaria 03 district officer 001-Direction and administration
Detailed	010 salaries – 011 pay of officers

## **6. CLASSIFICATION OF EXPENDITURE AS 'CHARGED' OR AS 'VOTED'**

The custody of the Consolidated Fund of the-State and the Contingency Fund of the .state, the payment of moneys into such funds, the withdrawal of moneys there from, th~ custody of public moneys other than those credited to such funds revived by or

on behalf of the Government of the State, their payment into the public account of the state and the withdrawals of moneys tr-orll such account and all other matters connected with or ancillary to matters aforesaid shall be regulated by law made by the Legislature of the State (Article 283 (2) of the Constitution of India).

## **6.1 EXPENDITURE 'CHARGED' ON THE CONSOLIDATED FUND OF THE STATE:**

There are certain offices, the holders of which should function independently and even the Legislature should not have any control over them; however remote "it might be, which would impinge upon their-independent functioning. in order to ensure their independent functioning, the Constitution provides for their salaries to be charged on the Consolidated Fund. In other words, their salaries are not subject to vote by the Legislative Assembly, lest the Legislative Assembly by interfering with their salaries try to control their functioning. Apart from this, the independence of the Judiciary and the preserving the rule of law by enforcing the decrees off the court is also ensured by providing that the sums required to satisfy the judgments of the Court is also ensured by providing that the sums required to satisfy the judgments of the Courts shall be charged on the Consolidated Fund. Thus Clause (30 of Article 202 of the Constitution of India enumerates that the following shall be the expenditure charged on the Consolidated Fund of the State.

- (a) The emoluments arid allowances of Governor and other expenditure relating to his office.
- (b) The salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly.
- (c) Debt charges for which the state is liable including interest, sinking fund charges and redemption charges, and other charges, expenditure relating to the raising of loans and the service and redemption of debt.
- (d) Expenditure in respect of the salaries and allowances of Judges of the High Court.
- (e) Any such sums required to satisfy any judgment, decree or award of any court or arbitral tribunal. (f) Any other expenditure declared by the Constitution, by the legislature of the State by Law, to be so charged.

**6.2. EXPENDITURE 'VOTED' BY THE LEGISLATURE:** Expenditure other than the expenditure charged on the Consolidated Funds shall be submitted to the vote of the Legislative Assembly under Article 203 of the Constitution. So far as the voted expenditure is concerned, the Legislature will have full control.

**MIS -CLASSIFICATIONS -TRANSFER ENTRIES:** Transfer entries are prepared to transfer all items of Revenue or from one head of account to another in order to correct errors in classification and to revalue adjustments (Art 52).

Recoveries of overpayments whether made in cash or from payment vouchers are to be posted direct under the service Head concerned and should not be show under Receipt head (Art36)

## 7. **Summing up:**

- (1) The comptroller and Auditor General of India shall be responsible for compiling the Account of the Union and of each state from the initial and subsidiary accounts rendered to the audit and accounts offices under his control by Treasuries and offices or departments responsible for the keeping of such accounts.
- (2) Government accounts are kept in three parts,
- (3) There are two main divisions under Part I Consolidated-Fund of the state
- (4) Government operations are classified under seven tier system Of maintenance of accounts
- (5) Each major heads is allotted a code number which consists of four digit Arabic number code
- (6) Detailed heads constitute the primary Units of appropriation for the purpose of the Demands for grants of Government
- (7) The standard detailed heads have' been revised in'G.O.Ms.No.305,'Finance' and Planning (FW: BG) Dept, dt. 3.9.1,994..
- (8) There are certain items of expenditure-'charged' on the Consolidated Fund of the State
- (9) So far as the 'voted' expenditure is concerned, the 'Legislature will have full control

ఆర్థిక మరియు అకౌంట్స్ నియమాలు

అభ్యసకుని ప్రవేశ పరిజ్ఞానంపై ప్రశ్నలు

1. పైనాన్స్ అనగా నేమి ?
2. పైనాన్స్ అనే పదం గూర్చి విన్నప్పుడు మీకేమి గుర్తుకువస్తుంది ?

ఉపోద్ఘాతం

- ప్రభుత్వ నిర్వహణలో ఆర్థిక వనరులు జీవనాడి వంటివి.
- పైనాన్స్ అనే భావన కేవలం వనరుల రాబడితోనే కాకుండా ఆ వనరులను సద్వినియోగం చేయడం లేదా ఖర్చు చేయడంతో కూడా సంబంధం కలిగి ఉంటుంది.
- ఆర్థిక వనరులను సద్వినియోగం చేసారా లేదా అని తెలుసుకోవడానికి మరియు ఆర్థిక వనరుల రాబడి మరియు వినియోగంపై సరైన నియంత్రణ కొరకు సరైన సమయంలో అకౌంట్స్ ని ఆడిట్ చేయడం తప్పనిసరి.
- పైనాన్స్ గూర్చిన లోతైన భావన తెలుసుకోవాలంటే ఆర్థిక వనరుల నిర్వహణ గూర్చి, అందులోని వివిధ భావనలు (ప్రాథమిక భావనలు, బడ్జెట్ తయారీ, ప్రాథమిక ఆర్థిక నియమాలు, నగదు పుస్తక నిర్వహణలో అనుసరించాల్సిన మరియు అనుసరించకూడని నియమాలు మరియు ఆడిట్ మొదలగు) తెలుసుకోవాల్సిన అవసరం ఉంది.

ఉద్దేశ్యాలు: ఈ అభ్యసనం ముగిసిన తర్వాత అభ్యాసకుడు

- బడ్జెట్ ని నిర్వచిస్తాడు మరియు బడ్జెట్ ప్రక్రియని వివరిస్తాడు.
- ఆర్థికపరమైన నియంత్రణ యొక్క ముఖ్యమైన లక్షణాలను వివరిస్తాడు.
- ఆడిట్ ని నిర్వచిస్తాడు మరియు ఆడిట్ యొక్క ఉద్దేశ్యాలు మరియు ప్రయోజనాలు వివరిస్తాడు.
- ప్రభుత్వ శాఖలలో కావాల్సిన వస్తుసేవలను సమకూర్చుకొనే విధానాన్ని వివరిస్తాడు.
- నగదు పుస్తకం తయారీ మరియు నిర్వహణ గూర్చి వివరిస్తాడు.
- ప్రయాణ భత్యానికి సంబంధించిన నియమాలను వర్ణిస్తాడు.

ఆ అభ్యసనంలో గల విభాగాలు

విభాగం 1	బడ్జెట్ — తయారీ మరియు విధానం
విభాగం 2	ఆర్థిక నియంత్రణ
విభాగం 3	ఆడిట్ కి స్పందించడం/సమ్మతి తెలియజేయడం
విభాగం 4	వస్తుసేవలు సమకూర్చుకునే విధానం
విభాగం 5	నగదు పుస్తకం — తయారీ మరియు నిర్వహణ
విభాగం 6	ప్రయాణ భత్యం నియమాలు

మొదటి విభాగం - బడ్జెట్ - తయారీ మరియు విధానం

ఆర్థిక పాలనావిధానం అనగా ?

- ప్రభుత్వంలో ఆర్థిక పాలనావిధానం అనగా ప్రభుత్వం నడపడానికి కావాల్సిన (ప్రభుత్వానికి రావాల్సిన) ఆదాయాన్ని వసూలు చేయడం మరియు అలా వసులైన ఆదాయాన్ని సరిగ్గా ఖర్చు చేయడానికి సంబంధించిన నియమ నిబంధనలు మరియు ప్రక్రియలను వివరించే నిర్వహణ విధానం

ప్రభుత్వానికి ఆర్థిక పాలనావిధానం ఎందుకుండాలి ?

- ప్రభుత్వ ఆర్థిక పాలనావిధానం యొక్క ఉద్దేశ్యాలు ఏమిటంటే ఆర్థిక వనరుల నిర్వహణలో అనగా ప్రభుత్వానికి రావాల్సిన ఆదాయాన్ని వసూలు చేయడం మరియు వివిధ రకాల అభివృద్ధి పనుల కొరకు వాటిని ఖర్చు చేయడంలో ప్రభుత్వ యంత్రాంగానికి బాధ్యతలను నిర్దేశించడం, నియంత్రించడం మరియు సరైన పద్ధతులను ప్రవేశ పెట్టడం.
- ఆర్థిక పాలనలో ప్రధాన భాగాలు మూడు. అవి (1) బడ్జెట్ (2) అకౌంటింగ్ మరియు (3) ఆడిట్.

బడ్జెట్ అనగా నేమి ?

- ఒక నిర్ధారిత ఆర్థిక సంవత్సరానికి సంబంధించిన రాబోయే ఆదాయాలు చేయబోయే వ్యయాల యొక్క అంచనాలని తెలిపే వార్షిక ఆర్థిక ప్రకటనని బడ్జెట్ అంటారు.
- ఒక ఆర్థిక సంవత్సరంలో అంచనావేసిన ఆదాయానికి సంబంధించిన చేయబోయే వ్యయాలకు సంబంధించి ప్రభుత్వ ఉద్దేశ్యాలను ప్రతిబింబించేది బడ్జెట్.
- ప్రభుత్వం మొత్తం కార్యకలాపాలు ఆ ప్రభుత్వం యొక్క బడ్జెట్ లో అంకెల రూపంలో ప్రతిబింబిస్తాయి.
- ప్రభుత్వం ప్రస్తుతం ఏమి చేస్తుంది మరియు ఏమి చేయాలనుకొంటోంది అనే విషయాలను బడ్జెట్ ప్రతిబింబిస్తుంది.
- బడ్జెట్ లో చెప్పిన/చేస్తానని చెప్పిన వ్యయాలు అన్నీ కూడా ఆ బడ్జెట్ ప్రభుత్వానికి వచ్చే ఆదాయంపై ఆధారపడి ఉంటాయి.
- ప్రభుత్వంలో గల ఆన్ని విభాగాభివృద్ధులు ప్రభుత్వం నిర్దేశించిన నమూనాలో బడ్జెట్ తయారీకి బాధ్యులు.

**బడ్జెట్ ని ఎలా తయారు చేస్తారు?**

- బడ్జెట్ లో వ్యయాల యొక్క అంచనాల తయారీ రెండు భాగాలు. అవి
  1. ఒక ప్రభుత్వ శాఖ/విభాగంలో పనిచేస్తున్న ఉద్యోగుల జీతభత్యాలకు సంబంధించిన భాగం. ఇది ప్రధానంగా ఆ శాఖ/విభాగంలో మంజూరుచేయబడిన ఉద్యోగాల యొక్క సంఖ్యా ప్రకటన (నంబర్ స్టేట్ మెంట్) పై ఆధారపడి తయారుచేయబడుతుంది.
  2. ఒక ప్రభుత్వ శాఖ/విభాగంలో గల ఇతర పద్దల కింద అయ్యే వ్యయాలకు సంబంధించిన భాగం. ఇందులో జీతభత్యాలను మినహాయించుకొని ఇతర పద్దల వ్యయాల అంచనాలు తయారీచేస్తారు.
- ప్రభుత్వ కార్యాలయాలలో ఆర్థిక పరిపాలనలో భాగంగా ప్రతి కార్యాలయంలో ఆ కార్యాలయానికి సంబంధించిన సిబ్బంది జీతభత్యాల నిర్ధారణకై సంఖ్యా ప్రకటన (నంబర్ స్టేట్ మెంట్) విధగా తయారు చేయడం జరుగుతుంది. దాని ఆధారంగా జీతభత్యాల పద్దు కింద అయ్యే వ్యయాన్ని అంచనా వేస్తారు.
- ప్రతి ప్రభుత్వ శాఖ/విభాగంలో గల వివిధ అధీన ప్రభుత్వ కార్యాలయాల్లో గల డ్రాయింగ్ మరియు డిస్టర్బింగ్ అధికారులు వారి వారి కార్యాలయాల బడ్జెట్ ని లేదా ఆదాయ వ్యయాల అంచనాలను తయారు చేస్తారు.
- డ్రాయింగ్ మరియు డిస్టర్బింగ్ అధికారులు క్షేత్రస్థాయిలో ప్రభుత్వం నిర్దేశించిన రీతిలో ప్రభుత్వానికి రావాల్సిన ఆదాయాలను వసూలు చేయు అధికారులుగా అలాగే వాస్తవ వ్యయాలను మంజూరుచేయు అధికారులుగా వ్యవహరిస్తారు.
- డ్రాయింగ్ మరియు డిస్టర్బింగ్ అధికారులు వారి వారి కార్యాలయాల బడ్జెట్ ని లేదా ఆదాయ వ్యయాల అంచనాలను తయారు చేసి ఆయా ప్రభుత్వ శాఖ/విభాగంలో తమపై నియంత్రణాధికారులైన జిల్లా అధికారులకి సమర్పిస్తారు. ఈ జిల్లా అధికారులని సబార్డినేట్ (అధీన) నియంత్రణాధికారులు అంటారు.
- సబార్డినేట్ (అధీన) నియంత్రణాధికారులు డ్రాయింగ్ మరియు డిస్టర్బింగ్ అధికారులు సమర్పించిన అంచనాలను (స్కూటిసీ) తనిఖీ చేసి కన్ఫిరమేట్ (సంకలనం) చేస్తారు.
- సబార్డినేట్ (అధీన) నియంత్రణాధికారులు తాము సంకలనం (కన్ఫిరమేట్) చేసిన అంచనాలను ఆయా ప్రభుత్వ శాఖ/ విభాగంలో గల ముఖ్య నియంత్రణాధికారులు లేదా ప్రభుత్వంలోని సంబంధిత పాలనాధికారులకు సమర్పిస్తారు.



- ముఖ్య నియంత్రణాధికారులు సబార్డినేట్ (అధీన) నియంత్రణాధికారులు సమర్పించిన అంచనాలను (స్టూడెంట్) తనిఖీ చేసి కన్ఫిడెన్స్ (సంకలనం) చేసి ప్రభుత్వానికి సమర్పిస్తారు.
- ఇలా ముఖ్య నియంత్రణాధికారులు సమర్పించిన అంచనాలను రాష్ట్ర సచివాలయంలో గల సంబంధిత శాఖల పాలనాధికారులు మరియు ఆర్థిక శాఖ తనిఖీ చేసి, ఆ తదనంతరం ఆమోదానికి శాసనసభకు సమర్పించడం జరుగుతుంది.
- **బడ్జెట్ విషయంలో నియంత్రణాధికారి బాధ్యతలు**
  1. బడ్జెట్ లో వ్యయానికి కేటాయించిన మొత్తం మించి అదనంగా ఒక్క రూపాయి కూడా ఖర్చు చేయరాదు.
  2. బడ్జెట్ లో ఏ పద్దుకైతే కేటాయిస్తారో/ఏ ఉద్దేశ్యంతోనైతే/ఏ ప్రయోజనం కొరకు నిధులు కేటాయిస్తారో అందుకొరకే ఆ నిధులు ఖర్చు చేయాలి.
  3. వ్యయం అనేది ప్రజాప్రయోజనాల నిమిత్తం చేయాలి.
  4. విలువైన ప్రజాధనం దుర్వినియోగం కాకుండా ఉండడానికి, వ్యయ ప్రక్రియలో తప్పులు జరగకుండా నిరోధించడానికి మరియు జరిగిన తప్పులు గుర్తించడానికి ప్రతి ప్రభుత్వ శాఖ/విభాగంలో సరైన నియంత్రణ యంత్రాంగం పనిచేస్తుంది.
- బడ్జెట్ ని ప్రభుత్వంలో గల ఆర్థిక శాఖ వివిధ ప్రభుత్వ విభాగాలు/శాఖల నుండి స్వీకరించిన వార్షిక అంచనాల ఆధారంగా తయారుచేస్తుంది.
- అధీన కార్యాలయాల నుండి వార్షిక అంచనాలు స్వీకరించిన తర్వాత సంబంధిత ప్రభుత్వ శాఖ/విభాగం నిర్దేశిత నమూనాలో శాఖాపరమైన అంచనాలు తయారుచేసి ఆర్థిక శాఖకి నిర్దేశిత గడువులోగా సమర్పించడం జరుగుతుంది.
- **బడ్జెట్ తయారుచేయడంలో ఆర్థిక శాఖ కింది విషయాలను దృష్టిలో ఉంచుకుంటుంది**
  1. బడ్జెట్ తయారీలో సంబంధిత శాఖ/విభాగం/కార్యాలయం యొక్క ఉద్దేశ్యాలు.
  2. గత సంవత్సరంలో సంబంధిత శాఖ/విభాగం/కార్యాలయం చేసిన పని.
  3. గత సంవత్సరంలో సంబంధిత శాఖ/కార్యాలయం సాధించిన భౌతిక లక్ష్యాలు.
  4. ప్రస్తుత సంవత్సరం మరియు వచ్చే సంవత్సరంలో సంబంధిత శాఖ/విభాగం/కార్యాలయం సాధించాలని నిర్దేశించుకున్న భౌతిక లక్ష్యాలు.
  5. సంబంధిత శాఖ/విభాగం/కార్యాలయంలో గల వివిధ కేటగిలీలలో గల పోస్టులు మరియు ప్రతి కేటగిలీలో గల పోస్టుల సంఖ్య విషయంలో గల హేతుబద్ధత.
  6. ప్రస్తుత ప్రభుత్వ ప్రాధామ్యాల దృష్ట్యా సంబంధిత శాఖ/విభాగం/కార్యాలయం చేపట్టిన వివిధ కార్యక్రమాల ఆవశ్యకత.
  7. ఒకవేళ వాటికి నిధులు కేటాయించకపోతే ఎదురయ్యే పరిణామాలు.

- బడ్జెట్ అంచనాల తయారీలో నిమగ్నమై ఉన్న ప్రతి ప్రభుత్వ ఉద్యోగి/అధికారి ఈ కింది విషయాలను పరిగణనలోకి తీసుకోవాలి.

1. ఖాళీగా ఉన్న పోస్టులు మరియు ఎంతకాలం నుండి ఖాళీగా ఉన్నాయి అనే వివరాలు.
2. తాత్కాలిక పదవీలో మంజూరు చేయబడిన పోస్టుల వివరాలు పొందుపరచాలి.
3. ఖర్చు/వ్యయానికి సంబంధించిన అన్ని రకాల పద్ధతులకు సరిపోయేవిధంగా అంచనాలు రూపొందించాలి.
4. గత సంవత్సరపు ఖర్చు/వ్యయం వాస్తవికంగా పరిశీలించిన తర్వాతనే అంచనాలు రూపొందించాలి. మరోవిధంగా చెప్పాలంటే యాంత్రికంగా బడ్జెట్ అంచనాలు తయారుచేయకూడదు.
5. ప్రతి పద్దు లేదా ఉపపద్దు కింద ప్రతిపాదించిన అంచనాలకు సరైన హేతుబద్ధ కారణాలు తెలియజేయాలి.

రెండవ విభాగం - ఆర్థికపరమైన నియంత్రణ

అభ్యసకుని ప్రవేశ పరిజ్ఞానంపై ప్రశ్నలు

- ప్రజాధనం నిర్వహణ విషయంలో ప్రభుత్వ అధికారులు పాటించాల్సిన నియమాలు ఏమిటి?
  - ఒక ప్రభుత్వ కార్యాలయంలోని ఆర్థికపరమైన విషయాలలో ఆ కార్యాలయ నియంత్రణాధికారికి గల బాధ్యతలు ఏమిటి?
- ప్రభుత్వానికి రాబడి విషయంలో ఏ ప్రధాన పద్ధతి వాటిని జమ చేయాలో, ఏ ప్రధాన పద్ధతి నుండి వాటికి తీసుకోవాలో సంబంధిత ప్రభుత్వ నియమాలలో నిర్దారించబడుతుంది.
  - ప్రభుత్వానికి రావాల్సిన ఆదాయం/రాబడి విషయంలో ప్రతి కార్యాలయం వాటిని సరిగా అంచనా వేయడంలో, వసూలుచేయడంలో మరియు సరైన పద్ధతి జమచేయడంలో ఎలాంటి అలస్యానికి తావులేకుండా వ్యవహరించాలి.
  - ప్రజాధనం ఖర్చు/వ్యయం విషయంలో ప్రతి ప్రభుత్వాధికారి లేదా ఉద్యోగి ఆర్థిక యాజమాన్య ప్రమాణాలు కచ్చితంగా పాటించాలి. అవేమిటంటే;
    1. ప్రతి ప్రభుత్వాధికారి లేదా ఉద్యోగి తన సొంత ధనం ఎంత జాగ్రత్తగా ఖర్చు పెట్టుకుంటారో అంతే జాగ్రత్తగా ప్రజాధనాన్ని ప్రజా అవసరాలకు/అభివృద్ధికి మాత్రమే ఖర్చుపెట్టాలి.
    2. ప్రతి ప్రభుత్వాధికారి లేదా ఉద్యోగి తనకు ప్రత్యక్షంగానో లేదా పరోక్షంగానో ప్రయోజనం కలిగే లితిలో ప్రజాధనాన్ని మంజూరుచేయరాదు.
    3. ప్రతి ప్రభుత్వాధికారి లేదా ఉద్యోగి తనకు గల ఆర్థిక అర్హత/పరిధికి మించి ప్రజాధనాన్ని మంజూరుచేయరాదు.
  - ప్రజాధనాన్ని ఖర్చుచేయడంలో నియంత్రణాధికారి బాధ్యతలు
    1. ఖర్చు/వ్యయం బడ్జెట్ కేటాయింపుని మించకూడదు. అనగా బడ్జెట్ లో కేటాయించిన మొత్తం కంటే ఒక్క రూపాయి కూడా అదనంగా ఖర్చు చేయరాదు.
    2. ఏ ప్రయోజనం/ఉద్దేశ్యం కొరకైతే నిధులు బడ్జెట్ లో కేటాయించబడ్డాయో వాటిని వాటికే ఖర్చుచేయాలి.
    3. వ్యయం/ఖర్చు అనేది ప్రజా సంక్షేమం కొరకు మాత్రమే జరగాలి.
    4. విలువైన ప్రజాధనం దుర్వినియోగం కాకుండా ఉండడానికి, వ్యయ ప్రక్రియలో తప్పులు జరగకుండా నిరోధించడానికి మరియు జరిగిన తప్పులు గుర్తించడానికి ప్రతి ప్రభుత్వ శాఖ/విభాగంలో సరైన నియంత్రణ యంత్రాంగం పనిచేయాలి.

- ప్రభుత్వ కార్యక్రమాలను నిర్వహించేవారు మరియు ప్రభుత్వ ధనాన్ని నిర్వహించేవారు ఆర్థికపరమైన విషయాలలో జవాబుదారీ వహించాలి. వీరు ఈ కింది విషయాలకు బాధ్యులుగా ఉంటారు.
  1. ప్రజాధనం సరిగ్గా రక్షించబడడానికి మరియు ప్రజాధనం సరిగ్గా వినియోగించడానికి;
  2. న్యాయబద్ధంగా మరియు నిర్దేశించిన ప్రమాణాల ప్రకారం కార్యక్రమాలు లేదా విధులు నిర్వహించడానికి;
  3. చవకగా, సమర్థవంతంగా మరియు ప్రభావవంతంగా ప్రజాసేవలు అందించడానికి;
  4. ప్రజాసమూహాల/ప్రజాసముదాయాల అంచనాలకు తగిన విధంగా లక్ష్యాల నిర్ధారణ మరియు వాటిని సాధించడానికి వీలుగా ప్రజాసేవల విభాగాల సామర్థ్యాలను బలోపేతం చేయడానికి.
- జవాబుదారీతనం అనగా ఒకరు తన చర్యలకు తానే వివరణ ఇచ్చుకోవడం ద్వారా బాధ్యత వహించడం.
- ఆర్థికపరమైన జవాబుదారీతనం అనగా ప్రజాధనం పట్ల జవాబుదారీతనం.
- ప్రభుత్వ ఉద్యోగి యొక్క జవాబుదారీతనం ప్రైవేటు దానం విషయంలో కంటే ప్రభుత్వధనం/ ప్రజాధనం విషయంలో ఎక్కువగా ఉంటుంది.
- ప్రజాధనం విషయంలో ప్రభుత్వ ఉద్యోగి యొక్క జవాబుదారీతనం ఆర్థిక పరిపాలన యొక్క వివిధ దశలలో (అనగా ప్రణాళికలు తయారుచేయడం, బడ్జెట్ రూపొందించడం, ప్రజాధనం డ్రా చేయడం, పంపిణీ చేయడం, అకౌంటింగ్ చేయడం, సరిచూడడం/లెక్కానియేషన్, అకౌంట్స్ ని ఆడిట్ చేయించడం మరియు పబ్లిక్ అకౌంట్స్ కమిటీకి ఆదాయవ్యయాల విషయంలో జవాబులు ఇవ్వడం వరకు) ఉంటుంది.

మూడవ విభాగం — ఆడిట్ కి స్పందించడం/సమ్మతి తెలియజేయడం

అభ్యసకుని ప్రవేశ పరిజ్ఞానంపై ప్రశ్నలు

- ఆడిట్ ఎందుకు చేస్తారు?
- ప్రభుత్వానికి తన విధుల నిర్వహణలో ఆడిట్ ఎలా ఉపయోగపడుతుంది?

- ఆడిట్ అనేది ప్రజా ధన వ్యయం అనంతరం నిర్వహించే ప్రక్రియ.
- ఆడిట్ అనేది ఒక క్రమపద్ధతిలో అకౌంట్స్ పుస్తకాలను, ఆదాయ వ్యయాలకు సంబంధించిన వివిధ (ట్రాన్జాక్షన్స్) వ్యవహారాలని మరియు సంబంధిత ఇతర పత్రాలను తనిఖీచేసే మరియు పరీక్షించే ప్రక్రియ. అంతేగాక ఆడిట్ ప్రభుత్వ కార్యాలయాల్లో గల స్టోర్స్ మరియు స్టాక్స్ ని భౌతికంగా తనిఖీ చేస్తుంది కూడా.
- ఆడిట్ అనేది ఒక నిర్ణీత సమయానుసారం క్షేత్రస్థాయిలో ఆదాయవ్యయాలకు సంబంధించిన వివరాలు నిర్ణీత పత్రాలలో, పుస్తకాలలో నాణ్యమైనరీతిలో నమోదు అవుతున్నాయా, సమర్థవంతంగా అమలుచేస్తున్నారా లేదా అనే విషయాన్ని క్షేత్రస్థాయిలోగల పత్రాల/పుస్తకాలు తనిఖీచేసే ప్రక్రియ.

ఆడిట్ యొక్క ఉద్దేశ్యాలు

1. నైతిక, ఆర్థిక, సమర్థ మరియు ప్రభావవంతమైన చర్యలను ఒక క్రమపద్ధతిలో అమలుచేయడం;
2. జవాబుదారీతనానికి సంబంధించిన విధులను సాధించడం;
3. విధాన పరమైన పర్యవేక్షణకు దారితీసే నష్టాలను మరియు ఫిర్యాదులను తగ్గించడం;
4. బడ్జెట్ లో ప్రతిపాదించిన హద్దులను దాటి చేసే వ్యయాలను తనిఖీ చేయడం/అరికట్టడం;
5. క్రమరహితమైన వ్యయాలను తనిఖీచేయడం/ అరికట్టడం;
6. ప్రజాధనం కోల్పోకుండా/సప్తపోకుండా చూడడం;
7. పర్యవేక్షణలో లోపాలను తనిఖీచేయడం/అరికట్టడం;
8. ప్రభుత్వానికి రావాల్సిన ఆదాయం విషయంలో నిర్దేశించిన దానికన్నా తక్కువ వసూలు చేయడం, అంచనా వేయడంలో తప్పులు చేయడం, కావాలనే తప్పుగా అంచనావేయడం మొదలైన వాటిని తనిఖీచేయడం/ అరికట్టడం;
9. ప్రజాధనం దుర్వినియోగాన్ని తనిఖీచేయడం/ అరికట్టడం.

నాలుగవ విభాగం - వస్తుసేవలు సమకూర్చుకునే విధానం

ఉపోద్ఘాతం

- ప్రభుత్వ ఉద్యోగిగా ప్రభుత్వం చేపట్టిన అభివృద్ధి పనులలో భాగంగా రహదారుల మరియు భవనాల నిర్మాణం మరియు వాటి నిర్వహణ మరియు ఇతర మౌలిక వ్యవస్థాపన సదుపాయాలూ కల్పించాల్సిన అవసరం ఉంటుంది. అలాగే కార్యాలయ నిర్వహణ కూడా చేయాల్సి ఉంటుంది. ఇందుకొరకు సిమెంట్, ఇటుకలు, ఇనుము, ఉక్కు, పైపులు, యంత్రాల విడిభాగాలు, విత్తనాలు, పశుసంపద, పుస్తకాలు, లిజిస్టర్స్, విద్యుత్ సామగ్రి, కార్యాలయ వస్తు సామగ్రి, కార్యాలయ పరికరాలు, ప్రింటింగ్ మరియు స్టేషనరీ మొదలగు వస్తుసేవలను వివిధ మార్గాల ద్వారా వివిధ చోట్ల ప్రతి సంవత్సరం కొనుగోలు చేయాల్సివస్తుంది. ఇలా ఈ వస్తువులను బయటి వ్యక్తుల వద్ద కొనుగోలు చేయడాన్ని వస్తుసేవలు సమకూర్చుకొనే విధానం (ప్రాక్యూర్ మెంట్) అంటారు.
- ప్రతి ప్రభుత్వ విభాగం/కార్యాలయం ప్రజాధనంతో నడిచే సంస్థ కాబట్టి వస్తుసేవల కొనుగోలు అనేది ప్రభుత్వం సమయానుసారం నిర్దేశించిన నిర్దిష్ట నియమాలు మరియు పద్ధతులకు లోబడి మాత్రమే జరగాలి.

ప్రాక్యూర్ మెంట్ అనగా

- ప్రాక్యూర్ మెంట్ అనేది ఒక వ్యాపార నిర్వహణ కార్యక్రమం. ఇది సమర్థవంతమైన మరియు చవకైన కాంట్రాక్ట్ పద్ధతిలో వివిధ రకాల వస్తువులు, పనులు మరియు సేవలు పొందడానికి వీలైన ప్రక్రియ.
- ప్రాక్యూర్ మెంట్ యొక్క లక్ష్యం - అత్యంత సమర్థవంతమైన రీతిలో సరైన సమయంలో, సరైన ధరకి, సరైన చోట, సరైన వస్తువు లేదా సేవ పొందడం.
- ప్రాక్యూర్ మెంట్ సరిగ్గా చేసినట్లయితే కార్యాలయం/విభాగం యొక్క సమయం మరియు ధనం ఆదా అవుతుంది. అలాగే అందించే సేవలు లేదా వస్తువుకి విలువ కూడా పెరుగుతుంది.
- ప్రాక్యూర్ మెంట్ నియమాలు: ప్రాక్యూర్ మెంట్ పద్ధతులు అనేవి

1. ఆర్థికంగా లాభదాయకంగా ఉండాలి.

- వెచ్చించిన డబ్బుకు విలువ దక్కాలి;
- అవసరమైన దానిని అవసరమైన పరిమాణంలో మాత్రమే కొనుగోలు చేయాలి;
- ఏమి కొనాలి, ఎంత పరిమాణంలో కొనాలి, ఎలాంటి నాణ్యత ఉన్నవి కొనాలి మొదలగు విషయాల్లో అవసరమైన చోట సాంకేతిక నిపుణుల సహాయం కూడా తీసుకోవాలి.

2. పోటీ వాతావరణంలో అందరికీ సమానావకాశాలు కల్పించాలి.

- తక్కువ ధరలో నాణ్యమైన వస్తువులు/సేవలు పొందాలంటే బహిరంగ మార్కెట్లో వాటికి గల ధరలను పోల్చి చూడాలి;
- ప్రభుత్వం అలాంటి వస్తుసేవలను అందించేవారిని సమానంగా పరిగణించాలి మరియు వారు అందించే ధరలను నిష్పక్షపాతంగా పరిశీలించాలి;
- ఫలితంగా వారి మధ్య ఆరోగ్యకరమైన పోటీని పెరిగి, ప్రభుత్వానికి కావాల్సిన వస్తుసేవలు తక్కువ ధరలలో లభిస్తాయి.

3. సమర్థతకు అవకాశం ఉండాలి.

- పనులను సమర్థవంతంగా అనుకున్న సమయంలో పూర్తిచేయాలంటే అందుకు కావాల్సిన వస్తుసేవలను సరైన సమయంలో ఎలాంటి ఆలస్యానికి తావులేకుండా సమకూర్చుకోవాల్సి ఉంటుంది;
- ఇలా సమకూర్చుకున్న వస్తుసామగ్రిని సురక్షితంగా భద్రపరచాలి;
- ఇందుకొరకు ఒక స్టాక్ రిజిస్టర్ నిర్ణీత నమూనాలో నిర్వహించాలి.

4. పొరదర్శకంగా ఉండాలి.

- వివిధ రకాల వస్తుసేవలకు సంబంధించి సమర్పించిన ధరల కొటేషన్స్/ప్రతిపాదనలను బహిరంగంగా తెరవాలి. అందరికీ ఆ విషయాలు తెలియజేయాలి
- వస్తుసేవలను అందించే కాంట్రాక్టర్/పంపిణీదారు యొక్క ఎంపిక ప్రక్రియ వివరాలు మరియు ఎంపిక చేయబడిన వారి వివరాలను సంబంధిత ప్రభుత్వ అధికారి తనంతట తానుగా బహిరంగపరచాలి.

### ప్రాక్యూర్ మెంట్ కమిటీలు

- ప్రభుత్వ విభాగాలు వస్తుసేవలను సమకూర్చుకోవడానికి అంతర్గతంగా వివిధరకాల కమిటీలను అనగా ప్రాక్యూర్ మెంట్ టీం, కొనుగోలు కమిటీ, సామాజిక తనిఖీ కమిటీ లాంటి వాటిని ఏర్పాటుచేసుకోవచ్చు.
- ప్రాక్యూర్ మెంట్ టీం అనేది కార్యాలయ పర్యవేక్షకుడి అధ్యక్షతన ఏర్పాటుచేయాలి. ఆయనకు సహాయంగా సీనియర్/జూనియర్ సహాయకులు ఉంటారు.
- కొనుగోలు కమిటీ ప్రాక్యూర్ మెంట్ టీం కి మార్గదర్శకులుగా ఉంటూ వారి పనిని పర్యవేక్షిస్తుంది.

- వస్తుసేవలను కొనుగోలు చేయాల్సిన అధికారి అందుకు సంబంధించిన నియమాలను మరియు ప్రతిపాదనలను కొనుగోలు కమిటీ ముందుంచుతారు.
- అలా ముందుంచబడిన ప్రతిపాదనలను కొనుగోలు కమిటీ పరిశీలించి సరైన నిర్ణయాలను లేదా సిఫారసులను చేస్తుంది.
- వస్తుసేవల కొనుగోలు విషయంలో జరిగే చర్యలపై ప్రభుత్వ సంస్థలు/విభాగాలు మరియు పౌరుల మధ్య నిర్మాణాత్మక సంబంధాల కొరకు సామాజిక తనిఖీ కమిటీ ఏర్పాటుచేయబడుతుంది. ఇది వస్తుసేవలను అందించడంలో కూడా సహాయపడుతుంది.

### ప్రాక్యూర్ మెంట్ పద్ధతులు

#### 1. నేరుగా కొనుగోలు చేయుట

- స్టేషనరీ కొనుగోలు చేయడానికి
- చిన్న చిన్న విలువగల వస్తువులను కొనుగోలు చేయడానికి
- చిన్న చిన్న మరమ్మత్తు పనులు చేయడానికి
- ✓ ఇలాంటి కొనుగోళ్ళు చేయడానికి కేటాయించబడే నిధులపై బడ్జెట్ లోనే నిర్దిష్ట గరిష్ట పరిమితి విధించాలి.
- ✓ ఇలాంటి కొనుగోళ్ళు చేసేటపుడు నిర్దేశించబడిన నాణ్యతలో రాజీలేకుండా తక్కువ ధరలో లభించిన వాటిని కొనుగోలు చేయాలి.

#### 2. స్థానిక కొనుగోళ్ళు

- కావాల్సిన వస్తుసేవలను అందించడానికి సంబంధించిన వివరాలను సంబంధిత ప్రభుత్వ కార్యాలయాల్ నోటీసు బోర్డులో ఉంచడం లేదా లిస్టు అయినటువంటి పంపిణీదారులకు అందించాలి.
- తెలిసిన వస్తుసేవల సరఫరాదారుల వద్ద నుండి కనీసం మూడు (3) కొటేషన్స్ తెప్పించాలి.
- కొటేషన్స్ సమర్పించడానికి కనీసం గడువు ఏడు (7) రోజులుండాలి.
- సమర్పించిన కొటేషన్స్ ని ఆయా సరఫరాదారుల లేదా వారి ప్రతినిధులు మరియు కొనుగోలు కమిటీ సభ్యుల సమక్షంలో బహిరంగంగా బహిర్గతపరచాలి.
- తక్కువ ధర కోట్ చేసిన సరఫరాదారుడికి వర్క ఆర్డర్ లేదా కొనుగోలు ఆర్డర్ ఇవ్వాలి.



➤ వర్క్ ఆర్డర్ లేదా కానుగోలు ఆదేశంలో ఉండాల్సిన కనీస అంశాలు;

1. సరఫరా చేయాల్సిన వస్తుసేవల వివరాలు
2. ధర
3. అందించాల్సిన సమయం
4. వారెంటీ సమయం
5. ఇతరం ముఖ్యమైన నియమ నిబంధనలు, ఏవైనా ఉన్నట్లయితే

➤ తక్కువ ధర కోట్ చేసిన సరఫరాదారుడితో ప్రభుత్వ విభాగం/సంస్థ/కార్యాలయం కుదుర్చుకున్న ఒప్పందం యొక్క నకలు ప్రతిని సంబంధిత ప్రభుత్వ విభాగం/సంస్థ/కార్యాలయం యొక్క నోటీసు బోర్డుపై ఏడు (7) రోజుల వరకు ప్రదర్శించాలి.

### 3. లిమిటెడ్ టెండర్ విధానం

- ఆమోదించబడిన సరఫరాదారుల లేదా కాంట్రాక్టర్ల జాబితా అందుబాటులో ఉన్నట్లయితే మరియు బహిరంగ టెండర్ విధానం వల్ల కూడా ధర విషయంలో పెద్దగా మార్పు ఉండదు అనుకున్నచోటి లిమిటెడ్ టెండర్ విధానాన్ని అనుసరించాలి.
- ఆమోదించబడిన సరఫరాదారుల లేదా కాంట్రాక్టర్ల జాబితా తయారుచేయునపుడు అప్పటికే అలాంటి వస్తుసేవలను పోటీ పద్ధతిలో నిరాటంకంగా అందించినవారిని కూడా పరిగణనలోకి తీసుకోవాలి.
- ఆమోదించబడిన సరఫరాదారుల లేదా కాంట్రాక్టర్ల జాబితా తయారుచేయునపుడు అప్పటికే అలాంటి వస్తుసేవలను పోటీ పద్ధతిలో ఉన్నతస్థాయి ప్రభుత్వ సంస్థలకు లేదా విభాగాలకు నిరాటంకంగా అందించినవారిని కూడా పరిగణనలోకి తీసుకోవాలి.
- పోటీ ధర కొరకై ఆమోదించబడిన సరఫరాదారుల లేదా కాంట్రాక్టర్ల జాబితాలో గలవారిలో కనీసం ఐదుగురి వద్ద నుండి ధరల పట్టికలు తెప్పించి వాటిని సరిపోల్పాలి.
- అర్హులైన సరఫరాదారుల నుండి ఆహ్వానం కోరుతూ వారికి ధర బిడ్ వేయడానికి కనీసం 14 రోజుల సమయం ఇవ్వాలి.
- లిమిటెడ్ టెండర్ ప్రక్రియలో టెండర్ దరఖాస్తు అమ్ముడం ఉండదు/అవసరం లేదు.
- సరఫరాదారుడికి/కాంట్రాక్టర్ కి ఉండాల్సిన ఆర్థిక అర్హత — కాంట్రాక్టు యొక్క అంచనావేసిన ధర కన్నా ఐదు (5) రెట్లు ఆదాయం అంతకుముందు రెండు (2) సంవత్సరాలలో కలిగిఉండాలి మరియు కాంట్రాక్టు యొక్క అంచనావేసిన ధరలో 80% విలువ కలిగిన కనీసం ఒక కాంట్రాక్టుని గత/అంతకుముందు రెండు (2) సంవత్సరాలలో చేసిఉండాలి.

- సమర్పించిన కొటేషన్స్ ని నిర్ధారించిన తేదీన ఆయా సరఫరాదారుల లేదా వారి ప్రతినిధులు మరియు కొనుగోలు కమిటీ సభ్యుల సమక్షంలో బహిరంగంగా బహిర్రతపరచాలి.
- తక్కువ ధర కోట్ చేసిన సరఫరాదారుడికి వర్క్ ఆర్డర్ లేదా కొనుగోలు ఆర్డర్ ఇవ్వాలి.
- వర్క్ ఆర్డర్ లేదా కొనుగోలు ఆదేశంలో ఉండాల్సిన కనీస అంశాలు ;
  1. సరఫరా చేయాల్సిన వస్తుసేవల వివరాలు
  2. ధర
  3. అందించాల్సిన సమయం
  4. వారెంటీ సమయం
  5. ఇతరం ముఖ్యమైన నియమ నిబంధనలు, ఏవైనా ఉన్నట్లయితే
- తక్కువ ధర కోట్ చేసిన సరఫరాదారుడితో ప్రభుత్వ విభాగం/సంస్థ/కార్యాలయం కుదుర్చుకున్న ఒప్పందం యొక్క నకలు ప్రతిని సంబంధిత ప్రభుత్వ విభాగం/సంస్థ/ కార్యాలయం యొక్క నోటీసు బోర్డుపై ఏడు (7) రోజుల వరకు ప్రదర్శించాలి.

**4. బహిరంగ టెండర్ విధానం**

- అధిక ధనం వెచ్చించి పెద్దయెత్తున వస్తుసేవలు కొనుగోలు చేయడం/పొందడం చేయాలన్నా లేదా అధిక ధనం వెచ్చించి పెద్దయెత్తున వివిధ రకాల పనులు చేయాలన్నా బహిరంగా టెండర్ విధానం అవలంబించాలి.
- బహిరంగ టెండర్ విధానం అధిక ప్రజాదరణ/సర్క్యులేషన్ కలిగిన కనీసం రెండు పత్రికలలో ప్రచురించాలి. ఈ రెండు పత్రికలలో ఒకటి ఆంగ్లభాషా పత్రిక అయి ఉండాలి మరొకటి స్థానిక భాషా పత్రిక అయి ఉండాలి.
- పత్రికలలో ప్రచురించిన లేదా నోటిఫై చేసిన తేదీ నుండి 21 రోజుల వరకు టెండర్ డాక్యుమెంట్ అమ్మకానికి ఉంచాలి.
- పత్రికలలో ప్రచురించిన లేదా నోటిఫై చేసిన తేదీ నుండి 21 రోజులలోపు టెండర్ డాక్యుమెంట్ సంబంధిత సమర్థ ప్రాధికారి (Competent Authority) కి సమర్పించాలి.
- సమర్పించిన టెండర్స్ ని నిర్ధారించిన తేదీన ఆయా సరఫరాదారుల లేదా వారి ప్రతినిధులు మరియు కొనుగోలు కమిటీ సభ్యుల సమక్షంలో బహిరంగంగా బహిర్రతపరచాలి.
- తక్కువ ధర కోట్ చేసి అర్హతలు కలిగిన సరఫరాదారుడికి వర్క్ ఆర్డర్ లేదా కొనుగోలు ఆర్డర్ ఇవ్వాలి.

5. ప్రజాసముదాయాలు లేదా లబ్ధిదారుల చేత నేరుగా అమలుచేయడం

- ప్రజాసముదాయం/సమూహం ప్రాజెక్ట్ ని అభివృద్ధి చేస్తుంది మరియు అమలుచేస్తుంది.
- అమలుచేసే క్రమంలో సొంత వనరులు ఉపయోగించుకుంటుంది. ఉదాహరణకు నైపుణ్యం కలిగిన లేదా నైపుణ్యం లేని శ్రామికులు, వస్తువులు, పరికరాలు మొదలైనవి.
- అమలుచేసే క్రమంలో ప్రాజెక్ట్ యొక్క ఒక భాగాన్ని మరో ప్రజా సముదాయానికి గానీ లేదా మరొకరికి గానీ ఉప-కాంట్రాక్టు ఇవ్వవచ్చు.
- ఈ విధానం అమలుచేయడానికి ముందు రెండు విషయాలు గుర్తుంచుకోవాలి. అవి
  1. ఈ విధానం ద్వారా లబ్ధిపొందేవారి యొక్క భాగస్వామ్యం ప్రాజెక్ట్ అమలులో చాలా ఎక్కువగా ఉండాలి.
  2. ప్రాజెక్ట్ యొక్క అవసరాన్ని లబ్ధిదారులే గుర్తించి రూపొందించుకోవాలి, అమలుచేసుకోవాలి.
- అవసరాలను తెలుసుకోవడం అనేది లబ్ధిదారులను భాగస్వామ్యులను చేయడం ద్వారా జరగాలి
- నేరుగా లబ్ధి పొందేవారితో కూడిన అమలు కమిటీ ఒకదానిని ఏర్పాటుచేసుకొని ప్రాజెక్ట్ అమలుచేయాలి.
- అమలుకై నిర్దారిత షెడ్యూల్ ని అనుసరించాలి. అలాగే వస్తుసేవల కొనుగోలుకి కూడా నిర్దారిత షెడ్యూల్ ని అనుసరించాలి.
- లబ్ధిదారుల గ్రూప్ యొక్క నోటీసు బోర్డ్ పై ప్రాజెక్ట్ అమలుకై రూపొందించిన ప్రణాళికలు మరియు షెడ్యూల్స్ ఏడు (7) రోజుల పాటు ప్రదర్శించి లబ్ధిదారుల నుండి సలహాలు మరియు సూచనలు ఆహ్వానించాలి.
- స్థానిక కొనుగోలు పద్ధతిని ఉపయోగించి వస్తుసేవలను సమకూర్చుకోవచ్చు. అలాగే ప్రాజెక్ట్ యొక్క పురోగతిని మరియు వ్యయ వివరాలను ప్రతి నెలా లబ్ధిదారుల గ్రూప్ నోటీసు బోర్డుపై ప్రచురించాలి.
- ప్రాజెక్ట్ అమలు కమిటీ సభ్యులు ప్రాజెక్ట్ అమలు, నాణ్యత, ఉపయోగం, నిర్వహణ మరియు వ్యయం గూర్చి సమయానుసారంగా సమీక్షిస్తారు.

**6. ధర ఒప్పందం (రేట్ కాంట్రాక్టు)**

- ఒక నిర్ణీత సమయానికి ఒక నిర్దేశిత ధర ప్రకారం వస్తుసేవలను అందించడం మరియు పనులను పూర్తి చేయడం.
- టెండర్ ప్రక్రియ ద్వారా ఎంపిక చేయబడిన సరఫరాదారుడికి ఇవ్వబడుతుంది.
- ఇందులో వస్తుసేవల లేదా పనుల పరిమాణం గూర్చిన ప్రస్తావన ఉండదు.
- కాంట్రాక్టు నిర్దేశించిన సమయంలో నిర్దేశిత ధరలకు లోబడి కావాల్సిన వస్తుసేవలను అందించాల్సిన లేదా పనులను చేయాల్సిన బాధ్యత సంబంధిత కాంట్రాక్టర్ దే.
- కాంట్రాక్టు నిర్దేశించిన సమయంలో నిర్దేశిత ధరలకు లోబడి కావాల్సిన వస్తుసేవల లేదా పనులకు సంబంధించిన ఆదేశాలను కాంట్రాక్టర్ కి ఇవ్వబడ్డ బాధ్యత సంబంధిత ప్రభుత్వ కార్యాలయం/ సంస్థ/ విభాగానిదే.
- బహిరంగ టెండర్ ప్రక్రియల ద్వారా ధరల నిర్దారణ జరుగుతుంది.

**EMD (ఎర్నెస్ట్ మనీ డిపాజిట్)**

- టెండర్ డాక్యుమెంట్ లో నిర్దేశించిన విలువకు లోబడిన అన్ని రకాల టెండర్లకు ఇది వర్తిస్తుంది.
- దీనిని షెడ్యూల్ బ్యాంకుల నుండిగానీ లేదా ప్రైవేటు బ్యాంకుల నుండి గానీ తీసిన డిమాండ్ డ్రాఫ్ట్ రూపంలో గానీ, ఫిక్స్డ్ డిపాజిట్ లిసీట్ రూపంలో గానీ, బ్యాంక్ గ్యారెంటీ రూపంలో గానీ, బ్యాంకర్స్ చెక్ రూపంలో గానీ టెండర్ డాక్యుమెంట్ తో సమర్పించాలి.
- టెండర్ వ్యతిరేక కాలంలో బిడ్డర్ టెండర్ నుండి వైదొలగినా లేదా టెండర్ ని సవరించినా లేదా టెండర్ నిబంధనలు పాటించకపోయినా లేదా టెండర్ ని ఉల్లంఘించినా EMD జప్తు చేయబడుతుంది.
- టెండర్ గెలుచుకున్న బిడ్డర్ నిర్దారిత సమయంలో నిర్దేశిత పెర్ఫార్మన్స్ సెక్యూరిటీ మొత్తాన్ని సమర్పించలేకపోయినా EMD జప్తు చేయబడుతుంది.

**పెనాల్టీ విధించడం**

- ప్రభుత్వం యొక్క ప్రయోజనాలను రక్షించడం కోసం, వస్తుసేవలు మరియు పనులని పూర్తిచేయడంలో ఆలస్యాన్ని నివారించడం కోసం టెండర్ డాక్యుమెంట్ లో సంబంధిత సరఫరాదారు/కాంట్రాక్టర్ పై అపరాధ రుసుము విధించే నిబంధనలు చేర్చుతారు.

ఉదాహరణకు వస్తువుల సరఫరాలలో జరిగిన జాప్యానికి సరఫరా చేయాల్సిన వస్తువుల విలువలో (చెల్లించాల్సిన పన్నులు మరియు సరఫరా చార్జీలు ఏవైనా ఉంటే వాటిని మినహాయించి) 0.5% నుండి 5% వరకు సెక్యూరిటీ డిపాజిట్ నుండి అపరాధ రుసుముగా వసూలు చేయడం.

**బిడ్డర్ ని సస్పెండ్ చేయడం**

1. టెండర్ డాక్యుమెంట్ కి సంబంధించిన షారాలలో తప్పుడు సమాచారం ఇచ్చినా లేదా తప్పుదోవ పట్టించే సమాచారం ఇచ్చిన సందర్భంలో;
2. టెండర్ మరియు కాంట్రాక్టు నిబంధనల కింద సమర్పించే ఆర్థిక పరమైన పత్రాలలో మోసపూరితమైన మరియు భవిష్యత్ లో డ్రా చేసుకోవడానికి వీలులేని పత్రాలు సమర్పించిన సందర్భంలో;
3. కాంట్రాక్టుని పొందడంలో గానీ లేదా అమలు చేయడంలో గానీ కాంట్రాక్టర్/సరఫరాదారు/వారి ఏజెంట్ నైతిక నియమాల కోడ్ ని ఉల్లంఘించిన లేదా అవినీతి, మోసపూరితమైన పద్ధతులకు పాల్పడిన, కుమ్మక్కైన లేదా బలవంతపెట్టిన సందర్భాలలో;
4. పోటీ చట్టం 2002 (Competition Act 2002) ప్రకారం ఒక ముఠాగా ఏర్పడిన లేదా లింగైన లేదా కొటేషన్ పూల్ ఏర్పాటుచేసిన లేదా పోటీపై అభినందించాల్సిన రీతిలో వ్యతిరేక ప్రభావం చూపిన సందర్భాలలో;
5. తక్కువ నాణ్యత కలిగిన వస్తుసేవలను అందించిన లేదా తక్కువ పరిమాణంలో వస్తుసేవలను అందించిన సందర్భాలలో;
6. రేట్ కాంట్రాక్టు పొందిన సంస్థలు 'ఫాల్ నిబంధన' (ఉన్నపకంగా ధరని ఒకేసారి అమాంతంగా తగ్గించవేయడం) ఉల్లంఘించిన సందర్భాలలో;
7. టెండర్ డాక్యుమెంట్ ల యొక్క పరిశీలన, పోలిక, మూల్యాంకనం మరియు టెండర్ ని అర్జులైనవారికి కేటాయించడంలో ప్రొక్యూర్ మెంట్ ఏజెన్సీ ని ప్రభావితం చేయడానికి ప్రయత్నించిన సందర్భాలలో;

- కొన్ని రకాల వస్తుసేవలని కొన్ని సంస్థలకు రిజర్వు చేయడంపై ప్రభుత్వానికి సంపూర్ణాధికారం ఉంది. ఆయా ప్రభుత్వ సంస్థలు ఆయా వస్తుసేవలను ప్రభుత్వం నోటిఫై చేసిన చిన్నతరహా సంస్థలు లేదా జైళ్ళ నుండి మాత్రమే ప్రభుత్వం నిర్దేశించిన రీతిలో కొనుగోలు చేయాల్సి ఉంటుంది. ఈ రిజర్వుడు జాబితాని మరియు నిర్దేశిత ప్రక్రియలని ప్రభుత్వం ఎప్పటికప్పుడు సమీక్షిస్తుంది. తదనుగుణంగా ఆదేశాలు జారీ చేస్తుంది (ఎలక్ట్రానిక్ అభ్యాసన మాడ్యూల్ లో ఇచ్చిన జాబితా కేంద్ర ప్రభుత్వానికి సంబంధించినది మాత్రమే).

ఐదవ విభాగం — నగదు పుస్తకం తయారీ మరియు నిర్వహణ

అభ్యసకుని ప్రవేశ పరిజ్ఞానంపై ప్రశ్నలు

- నగదు పుస్తకం అనగానేమి ?
  - నగదు పుస్తకాలను ఎందుకు నిర్వహించాలి ?
- ఒక అకౌంటింగ్ వ్యవస్థలో నిర్వహించే రకరకాల అకౌంటింగ్ బుక్స్ లలో నగదు పుస్తకం ఒకటి.
  - ఒక కార్యాలయం/విభాగంలో జరిగే నగదు మరియు బ్యాంక్ సంబంధిత ఆర్థిక వ్యవహారాలన్నింటినీ నమోదు చేయడం ద్వారా నగదు పుస్తకం ఆ అకౌంటింగ్ వ్యవస్థ యొక్క పారదర్శకతని స్పష్టం చేస్తుంది/తెలియజేస్తుంది.
  - నగదు పుస్తకంలోని ఎంట్రీల ద్వారా తెలుసుకొనే ముఖ్యమైన విషయాలు కొన్ని;
    1. ఎవరికి డబ్బులు చెల్లించాము/ఎవరి వద్ద నుండి రావాల్సిన ధనం వచ్చింది
    2. ఎందుకొరకు చెల్లించాము/రావాల్సిన ఆదాయం దేని నిమిత్తం వచ్చింది
    3. చెల్లించిన తేదీ/ఆదాయం జమ అయిన తేదీ
    4. చెల్లించిన మొత్తం/జమ అయిన మొత్తం
    5. ప్రారంభ నిల్వ ఎంత మరియు ముగింపు నిల్వ ఎంత ?
    6. నగదు లేదా బ్యాంక్ మిగులు (బ్యాలెన్స్) గూర్చిన విశ్లేషణ
  - ఒక కార్యాలయం లేదా ఒక సంస్థ యొక్క వాస్తవిక ఆర్థిక పరిస్థితి గూర్చి ఎవరైనా సరే తెలుసుకోవడానికి ఉపయోగపడే పద్ధతి — అకౌంటింగ్ వ్యవస్థ.
  - అకౌంటింగ్ పద్ధతులు రెండు రకాలు — Single Entry System & Double Entry System.
  - సాధారణంగా ప్రభుత్వ అకౌంట్స్ Single Entry System లోనే నిర్వహించబడుచున్నాయి.
  - నగదు పుస్తకం నిర్వహణ విధానంలో దశలు
    1. మెషీన్ ద్వారా ముద్రించబడిన వరుస పేజీ సంఖ్యలు కలిగిన నగదు పుస్తకం ప్రారంభించడం
    2. పేజీల సంఖ్యని తనిఖీచేయడం
    3. మొదటి పేజీలో ఆ నగదు పుస్తకంలో గల పేజీల సంఖ్యపై ధృవీకరణని నమోదు చేయడం
    4. నగదు పుస్తకంలో పేజీ రెండువైపులా ఉద్దేశ్యం నమోదు చేయడం
    5. ప్రారంభనిల్వ మరియు ముగింపు నిల్వ నమోదు చేయడం

- ప్రభుత్వ కార్యాలయాల్లో నగదు పుస్తకం నిర్వహించేవారు — డ్రాయింగ్ & డిస్ట్రిబ్యూషన్ అధికారి
- ప్రభుత్వ కార్యాలయాల్లో నగదు పుస్తకంలో ప్రతి ఎంట్రీని తనిఖీ చేసేవారు — కార్యాలయాధిపతి లేదా ఆయన నియమించిన మరో అధికారి ఎవరైనా
- నగదు పుస్తకం ప్రతి రోజు ముగించబడుతుంది, బ్యాలెన్స్ నమోదు చేయబడుతుంది మరియు పూర్తిస్థాయిలో ప్రతి ఎంట్రీ తనిఖీ చేయబడుతుంది.
- నగదు పుస్తకం ముగించే సమయంలో కార్యాలయంలో ఉన్న భౌతికంగా లభ్యమయ్యే నగదు మరియు నగదు పుస్తకంలో చేతిలో ఉన్న నగదు పద్దు కింద చూపబడిన నగదు మొత్తానికి సరిపోవాలి.
- డ్రాయింగ్ & డిస్ట్రిబ్యూషన్ అధికారి బదిలీ చేయబడినపుడు గానీ లేదా పదవీ విరమణ చేస్తున్నపుడు గానీ ఆ విధులకి సంబంధించిన ఛార్జ్ ని లివీవింగ్ అధికారికి ఇచ్చేటపుడు లేదా ఆ విధులకి సంబంధించిన ఛార్జ్ ని తీసుకుంటున్నపుడు గానీ, లివీవింగ్ అధికారి లేదా డ్రాయింగ్ & డిస్ట్రిబ్యూషన్ అధికారి వారి ఆధీనంలోకి వచ్చే నగదు చెస్ట్ లో గల నగదుని లెక్కించి ఆ మేరకు ఒక ధృవీకరణ నగదు పుస్తకంలో చేయాల్సి ఉంటుంది.

ఆరవ విభాగం — ప్రయాణ భద్రత నియమాలు

అభ్యసకుని ప్రవేశ పరిజ్ఞానంపై ప్రశ్నలు

- ప్రయాణ భద్రత అనగానేమి ?
- ప్రయాణ భద్రత పొందడానికి ఎవరు అర్హులు ?
- ప్రయాణ భద్రత ఉపయోగించుకోవడానికి గల నిబంధనలు ఏమిటి ?

- పబ్లిక్ సర్వీస్ ప్రయోజనం దృష్ట్యా ఒక ప్రభుత్వ ఉద్యోగి ప్రయాణం చేయాల్సి వచ్చినపుడు అయ్యే ఖర్చులను భరించడానికి చేయడానికి ఆ ఉద్యోగికి ఇచ్చే భద్రత — ప్రయాణభద్రత.

- ప్రయాణ భద్రతానికి అర్హులైన ప్రయాణాలు

1. అధికారిక ప్రయాణాలు

- రైలు, బస్సు మరియు విమాన ప్రయాణ ఛార్జీలు అర్హతను బట్టి ఇవ్వాలి.
- సముద్ర మార్గ ప్రయాణానికి ఛార్జీల చెల్లింపు తెలంగాణ రాష్ట్రంలో లేదు.
- రోడ్ మార్గాన ప్రయాణించినపుడు బస్సు ఉపయోగించకపోతే అర్హతను బట్టి మైలేజ్ ఛార్జీలు ఇవ్వాలి.
- ప్రయాణ సమయాన్ని కూడా కలుపుకొని హెడ్ క్వార్టర్స్ లో లేనంతకాలం ఉద్యోగికి దినభద్రత కూడా ఇవ్వాలి.

2. స్థానిక ప్రయాణాలు

- హెడ్ క్వార్టర్స్ ని దాటి ఎనిమిది (8) కిలోమీటర్ల పైబడి ప్రయాణం చేసినపుడు అర్హమైన ప్రయాణ భద్రత మరియు దినభద్రత ఇవ్వాలి.

3. శిక్షణకై పంపించినపుడు/డిప్యూట్ చేసినపుడు

- పునఃశిక్షణ శిక్షణ కార్యక్రమాలు, పదోన్నతికి ముందు ఇచ్చే శిక్షణ కార్యక్రమాలు మరియు ఇన్-సర్వీస్ శిక్షణ కార్యక్రమాలకు హాజరైనవారికి అర్హమైన ప్రయాణభద్రత మరియు దినభద్రత ఇవ్వబడుతుంది.

- దీర్ఘకాలం కొనసాగే ప్రవేశస్థాయి/ప్రాథమికస్థాయి శిక్షణ కార్యక్రమాలకు హాజరయ్యే ఉద్యోగులకు బదిలీపై ఇచ్చే ప్రయాణభద్రత ఇవ్వబడుతుంది.



4. తాత్కాలిక బదిలీ చేయబడినపుడు

- తాత్కాలిక బదిలీ సమయం 180 రోజుల కంటే తక్కువ సమయం అయితే ఆ ఉద్యోగికి అర్హమైన ప్రయాణభత్యం మరియు దినభత్యం ఇవ్వాలి (తెలంగాణ ప్రభుత్వంలో ఈ సదుపాయం లేదు)

5. బదిలీ చేయబడినపుడు

- ఉద్యోగిని బదిలీ చేసినపుడు ప్రస్తుతం ఉన్న స్థానం నుండి కొత్త ప్రదేశానికి ప్రయాణించడానికి (ఒకసారి) అర్హమైన ప్రయాణ భత్యం ఇవ్వాలి (తెలంగాణ ప్రభుత్వంలో ఇందుకై ప్రత్యేకమైన నియమాలు [బదిలీ ప్రయాణభత్యం] ఉన్నాయి).

6. పదవీ విరమణ చేసిన వెంటనే సాంతవూరుకి వెళ్ళే సమయంలో

- పదవీ విరమణ చేసిన ఉద్యోగి తన సాంత వూరుకి వెళ్ళడానికి ప్రయాణభత్యం ఇవ్వాలి.
- సాధారణంగా దీనిని బదిలీ ప్రయాణభత్యంలా పరిగణిస్తారు.
- తెలంగాణ ప్రభుత్వంలో ఇందుకై ప్రత్యేకమైన నియమాలు ఉన్నాయి.

7. చనిపోయిన ఉద్యోగి కుటుంబ సభ్యుల ప్రయాణానికి (తెలంగాణ రాష్ట్రంలో లేదు)

- సర్వీస్ లో ఉండగా చనిపోయిన ఉద్యోగి యొక్క కుటుంబం వారి సాంత వూరుకి గానీ లేదా వేరే ఏదైనా పట్టణానికి/గ్రామానికి/నగరానికి వెళ్ళి స్థిరపడడామని అనుకున్నట్లయితే ఆ కుటుంబానికి ప్రయాణ భత్యం ఇవ్వాలి.

## **BUDGET MATTERS**

The word "Budget" is derived from the old French word 'Budget tee' which means a 'Little Bag'. In Britain, the term was used to describe the leather bag in which the Chancellor of the Exchequer carried to the Parliament the annual statement of the Government's needs and resources.

1.1 The study team on state level administration of the Administrative Reforms Commission of Government of India Defined the term "Budget" as: "just as Audit is the post-discipline, budget is the pre-discipline on public spending

1.2 The need for a Budget arises on account of the constitutional obligation laid down under Article 266 (3) which envisages Parliamentary and Legislative control over expenditure.

1.3 The budget of Government expresses its total activity in monetary terms. Budget reflects what the Government intends to do. Expenses are budgeted in relation to anticipated income in a year.

### **PERFORMANCE BUDGETING**

2. A budget should not merely show financial outlays on various sectors and different functions. It should always indicate the physical achievements proposed to be attained from the financial outlay. A budget which exhibits not only the financial but also the physical targets is a performance budget. Some of the development departments in the state are bringing out the physical achievements accomplished and targeted in separate budget publications.

### **ZERO-BASED BUDGETING**

3. Zero base implies that all activities and priorities are revised afresh to create a new and better set-up of allocation for the coming budget "year. The essence of this-budgeting is to prepare a defense of a 'budget request' without making any reference to the Level of previous appropriations. The Central and State Governments are required to follow this approach for the preparation of their budgets

### **PLANNING COMMISSION**

4. There is no reference to the Planning Commission in the Constitution through Several commissions have been given Constitutional status. The only reference to planning in the Constitution is in entry 20 of the Concurrent list -'Economic and Social Planning'. In pursuance of the power conferred by entry 20 of the Concurrent list a Planning Commission was set. up in 1950 by the Government of India. This was an extra-Constitutional and non-statutory

Body set up by an executive resolution of the government to act as an advisory body prime minister Nehru was its first chairman and ever since every prime minister has become the chairman of the commission. The minister of finance is the Member of the commission along with a few minister of Economic ministries there are also other members drawn from other fields particularly from among persons having specialized knowledge in Economics.

The function of the commission is to formulate & integrate five year plans for economic and social development and for most effective and balanced utilization of the country resources which would inmate a process of development which will raise living standards and open out to the people new opportunities for a richer and more varied life

The Planning Commission is however, only an advisory body.it formulates plans but has executive authority to implement them. As the Planning commission has been, setup in pursuance of the power vested by the .Concurrent subject, the Commission can make plans for the Union as also for the States, leaving their implementation to the Union Government Or State, Government as the case may be. Planning pervades all Department Government, both at Centre and in the States, and this accounts for the ever increasing sweep of economic and financial responsibilities of the Planning Commission. The Central Plan assistance to the states is~ given by grants, made under ArtiC1e282 Of the Constitution and here the Planning Commission•" plays decisive role in Federal Financial Relations

## **CENTRALLY SPONSORED SCHEMES**

5. Only such schemes will be taken up as Central Schemes which

- i) Relate to demonstrations, pilot project, surveys and research
- ii) have a regional or inter-state character
- iii) require lump sum' provision until they could be broken down territorially, and
- iv) have an overall significance from all India angle.

5.1 These schemes are designed by the Central Government and implemented either directly or through the State Governments. The finances required by the State Governments to implement these centrally sponsored Schemes are made available wholly or partly. In the latter case, the states make a matching contribution or meet the balance of cost. The C.S.S. are included in the Plan Budget

## **NATIONAL DEVELOPMENT COUNCIL**

6. The National Development Council was formed in 1952. It is an extra Constitutional and extra-legal body. It consists of the Prime Minister of India and Chief Ministers of all the States. Presently all members of the Union Cabinet as also the Administrators of the Union Territories have become members of the council. The functions of the council are to strengthen and mobilize the efforts and resources of the -Nation in support of the plans, to promote common economic policies in all vital spheres and to ensure the balanced and rapid development of all parts of the country and in particular.

To review the working of the National Plan from time to time, and

To recommend measures for the achievement of the aims and targets set out in the National Plan

6.1 This is the highest policy-making body in our country, functioning almost as a super cabinet in economic affairs

## **FINANCE COMMISSION**

The Finance Commission is appointed by the President under Article 280 of the Constitution read with the Finance Commission (Miscellaneous Provisions) Act, 1951. It consists of a chairman and four other members. The Chairman shall be a person having experience in public affairs and the four other members shall be appointed from among the following

Persons who are or are qualified to be appointed as High Court Judges. Persons having special knowledge of the finance and accounts of the Government.

Persons having wide experience in financial matters and administration and Persons having special knowledge of economics.

7.1 It was intended that the Commission should be broad based, capable of looking at the problems facing it from all angles. The first Commission was appointed in the year 1952 and thereafter every five years. It is the duty of the commission to make recommendations to the President as to

The distribution between the Union and the states of the net proceeds of taxes which are, or may be distributed between them and the allocation between the States of the respective shares of such proceeds: (E.g. Income Tax and Central Excise Duties).

The principles which should govern the grants-in-aid of the revenue of the states out of the Consolidated Fund of India

Any other matters referred to the Commission by the President in the interest of sound finance.

7.2 By practice and convention, the needs of the states relate only to non-'plan' expenditure. Expenditure on Plan investment and central financial assistance to the states on account of State Plans and Centrally Sponsored Plans are outside its scope. While the scope of the Finance Commission is limited to review of the revenue segment of the Budget, the Planning Commission takes an overall review embracing both capital and revenue requirements of states.

## **THE BUDGET**

consists:

Consolidated Fund of the States

Contingency Fund of the State, and

Public Accounts of the State

8.1 The transaction relating to the consolidated fund of the states are accounted for in three different sections, viz. (a) Revenue Account (b) Capital Account (c) Loan Account. As per article 266 (1) of the Constitution, all revenues received, all loans raised by the issue of Treasury Bills, loans, or ways and means advances and all money received in repayment' of loan shall form "Consolidated Fund of the State".

8.2 As per Art. 267 (2) of the' Constitution "Contingency Fund of theState is in the nature of an advance of 50 cores from the Consolidated Fund of the State. It is intended to provide advances for meeting unforeseen expenditure arising in the course of the year, pending authorization of such expenditure by law to be passed by the state Legislature under Art..205 and 206 of the Constitution

8.3 As envisaged in Art. 266(2) and 284, the 'Public Account' of the state pertains to all public money received by or on behalf of the State Government which are not creditable to the Consolidated Fund of the State. The State Government acts as Bankers in receiving amount which they subsequently. Recover. Some are merely adjusting .heads and all. these transactions are cleared eventually by adjustment under final heads

## DEPARTMENTAL BUDGET ESTIMATES

9. The budget is based on the departmental estimates submitted by the Heads

of departments aria certain other estimating officers, and are based on the estimates submitted by the District Officers of the departments..

9.1 Heads of Departments and other estimating officers should prepare their estimates in duplicate on the skeleton forms furnished by the Finance Dept. and send one copy direct to the Finance Dept. and the other to the Administrative Dept. of the Secretariat concerned. As laid down in para 16.9.1 of the Budget Manual, all budget estimates, should be. submitted to the Administrative Depts. of Secretariat concerned with a copy to the Finance and Planning (Fin. Wing) Dept.. not later than 1st October.

9.2 The administrative dept. should send the estimates with their comments so as to reach the Fin. Dept. by 15th.

9.3 The Accountant General will also forward the skeleton forms with the account figures of the previous budget year and the actual for the first five months of the current financial year to the Fin. Dept. in batches between 10th October and 31st December

Minor heads sub head and Detailed heads of appropriation		Accounts for the year (in rupee) (2)
Budgets Estimates for the current year (3)	Revised Estimates for The current year (4)	Budget Estimates for the next year (5)

9;5-An explanatory note to justify the provisions under each sub-head of account should be given covering the following

- a. The objectives of the department or the scheme
- b. The quantum of work done by the department, the physical targets achieved under the scheme during the previous year and the physical targets proposed to be achieved during the current year and the next year.
- c. The justification for various categories of posts and the number of posts in each category
- d. Relevance of the programmed to the overall objective in the present context, and
- e. The Consequence of its non-funding

9.6 The provisions under the concerned detailed heads i.e. standard objects of expenditure, should be included keeping in view the guidelines indicated in AP. Budget Manual read with G.O.Ms. No. 664 Fin B.GI Dt 27-10-2001 with effect from 1-4-02 which have Nos. 010 to 700.

9.7 The provision for Leave Travel Concession and other fringe benefits to employees, i.e., Educational Concessions etc., shall be included under "Salaries"

9.8 The estimates for contingent expenditure shown under "130-office expenses"

9.9 Details of the items of contingent expenditure included, detailed reasons together with figures should be furnished along with the actual for the past three years in respect of each item.

9.10 Proper attention must be paid while estimating water and electricity charges which should take into account pending arrear bill, the increase in tariff rate etc. and provision for the amounts that will become payable in the year.

e. The Consequence of its non-funding

9.1.1 Wherever arrears are included, detailed reasons together with figures should be indicated

9.12 Provisions should be made in the Budget Estimates for the coming year for all sanctioned schemes but not for schemes of new expenditure which have been submitted to government not yet sanctioned

9.13 inclusion of lump sum provision in the estimation should be avoided

9.14 Estimation officer should in preparing the Budget Estimates make provisions for contingent expenditure etc. on the basis of the lowest expenditure incurred in any of last three years. No increase in provision will be allowed except for special reasons

9.15 Provision for the maintenance of office motor vehicle should be made under the sub-detailed head "057 maintenance of functional vehicle, Similarly the provision required for maintenance of functional vehicles like Ambulance Van etc. should be made Under the sub-detailed head of account 510 '-Motor vehicles; under the respective sub-head of account. The payment required for Payment of hiring charges should 'be made under' the head "690-Hiring of Private Vehicles".

9.16--The-estimating officers should ensure that provisions are included in' the Budget Estimates for all items of expenditure which can be foreseen--and--' avoid obtaining supplementary grants during, the course of the year. They' should prepare the estimates very accurately and include schemes and the Provision therefore definitely be spent during the year so as to avoid scurrender, of huge sums at the end of the year

## **REVISED BUDGET ESTIMATES**

10. The Revised Estimate for a year is an estimate of the probable receipts or disbursements under each head for that year framed iii the course of the year, with reference to the actual transactions recorded for the months of that year for which complete accounts have Become available. The revised estimates are prima facie the best guide to the coming

year's estimates. They would enable the Govt. to arrive at the appropriate closing balance for the current year-which will become the 'opening balance' for the next year. It is therefore essential that. Revised Estimates are prepared with great care and should be as close as possible to the actual. There are 3 methods for the calculation of Revised Estimates under para 16.6 of the Budget Manual. One of the 3 methods which is considered to be most suitable for each particular case can' be adopted. It should be noted that the, Revised Estimates do not authorize any expenditure. If provision is made for additional expenditure in them it is necessary to apply separately for additional appropriation required. Similarly, a reduction in the provision of funds for the revised estimates does not obviate the necessity for the formal surrender of any amount provided in the Budget Estimates. Any marked increase in the estimated figures should -be covered by Govt. orders permitting provision of such mass increase.

## **NUMBER STATEMENTS**

11; According to Para 16.20.1 of the A. P. Budget Manual, the Heads of Departments and the other Estimating Officers are required to submit number statements to the Finance Dept. by 15<sup>th</sup> August every year, a statement giving particulars of posts in each permanent and temporary establishments (both gazetted and non-gazetted), the sanctioned monthly pay, the special pay if any, and the fixed allowances attached to posts or Individuals that will be drawn' on the 1<sup>st</sup> April, of the following year and number of officers at each rate of pay for whom provision is required under "011 Pay of officers", Pay of Establishment's, "013 - Dearness Allowance", House Rent Allowance", and "012 Other Allowances" shall be exhibited separately under the detailed head "010 Salaries". The provisions required for meeting the expenditure on educational concession, medical reimbursement charges etc. should be shown under the sub-detailed head "012 -other allowances", and the LTC shall be shown under separate sub-detailed head" 017 -leave Travel Concession" under the detailed head salaries and the details given separately• for each of the above items. The details of vacant posts and the period they are likely to be vacant should be indicated in the number statements. Copies of the Govt. sanctions in respect of all temporary establishments should be enclosed to the number statements and their references indicated in the statement where the particulars of staff are given. The number statements in respect of posts under Plan, Non-plan and Grants-in-aid towards salaries shall be sent separately under respective sub-heads, and major heads of accounts. All the Heads of Depts. and other estimating officers should furnish the number statements in the preform-I and II prescribed by the Finance dept.

## **BUDGET ESTIMATES RELATING TO PLAN**

12. The heads of dept. and the estimating officers should prepare plan budget separately. and should not be mixed up or merge with Non-plan provisions. The Departmental Clearance Committee constituted in G.O.Ms.No.26 F&P (Plg. wing AP.I) Dept., dt. 8-5-95, is convened by the Planning Dept. for new schemes included in the Plan. Proposals to the Departmental Clearance Committee/Project and Programmed Approval Committee in the perform prescribed by the Govt. (Annexure I and II appended to Govt. (annexure I and II appended to' Govt. U.O. Note No: 6217/Plg.,A.P./91-1 F& P Dept. dt.1-4-91) should be furnished to the Administrative Dept./Plg. Dept. in 10 copies.

## **FINAL BUDGET**

13. Finance Dept. will determine the final estimates, by about the end of January. Copies of the budget publication containing inter alia the "Arugula Financial Statement" or-"Budget" prepared by the Finance Dept. are sent to the secretary to the State-Legislature for circulation to the member-s at the time of

Presentation of Budget by the Finance Minister on a day to be fixed by the Governor which will ordinarily be towards the end of February.

14. There are three stages in the preparation, presentation and obtaining of approval of legislature for the Budget.

**14.1 FIRST STAGE:** Under Article 202, of the Indian Constitution, a statement of estimated receipts and expenditure of the State for each financial year has to be laid before the Legislature. This statement is known as the "Annual Financial Statement" or "Budget". It shall show separately (a) the sums required to meet the expenditure charged on the Consolidated Fund of the State and (b) the sums required to meet other expenditure proposed to be made from the Consolidated Fund of the State. It shall distinguish expenditure on revenue account from the other expenditure.

**14.2 SECOND STAGE** Under Art. 203 of the Constitution, Demand for grants indicating the service of administration (or Dept.) to which the demands relate are presented to the legislature. These demands are discussed in the Legislative Assembly and voted.

**14.3 THIRD STAGE:** Under Art.204 of the Constitution, after the Demands for Grants are voted' by the Assembly/an appropriation-required to meet the "expenditure charged on the Consolidated Fund, Will then be introduced in the, Legislative Assembly. After the bill is passed by the Houses of Legislature; the, appropriation Act will be submitted, to the Governor for approval and, this Appropriation Act, permits the chief controlling officer I subordinate controlling officers I drawing and disbursing officers to incur expenditure from the Consolidated "Fund of the State for meeting the day today expenditure "on " public service

## **VOTE ON ACCOUNT**

15. The above three stages are normally expected to be completed by 31 st March. If any delay is anticipated in this regard, demands for ,advance grants in respect of the estimated expenditure for a part-of the Budget year, may be presented to the Legislative Assembly. Thereafter the demands will be discussed, voted and finally passed an appropriation act in the manner laid' down in Art:203 and 204-of-tAe-Constitution. This is called "Vote on Account'. It permits the Govt. to spend money from the Consolidated Fund of the State, a portion of the financial year from 1st April pending the passing of Appropriation bill for the whole year.

## **BUDGET CONTROL AND DISTRIBUTION OF FUNDS TO DISTRICT OFFICES**

16. The expenditure incurred during the year should be kept with in the .provision authorized ill the demands for grants and the Appropriation Act. There is a Chief Controlling Officer for every service or administrative department who will ensure control of expenditure with reference to details of expenditure



reported by the Disbursing officers in Form "B" every month. The figures are consolidated in form a

by the Chief Controlling Officer

16.1 The Treasuries in the Districts and the Pay and Accounts Officer in the twin cities render compiled account of receipts and expenditure of the Govt. to the Accountant General

Computerization of each month's Govt. accounts, including those relating to the Accounts Office, Hyderabad has been attempted from April, 1979 by the Fin. & Pig. Dept. to the Chief Controlling officers are (a) reconciliation Pay and Accounts Office, Hyderabad has been attempted from April, 1979 of receipts and expenditure treasury wise with District Departmental figures every month, (b) monitoring the progress of Plan and Non-plan Schemes with

reference to State level expenditure figures (c) reallocation of budgetary resources in time and (d) reconciliation of departmental figures with those of the Accountant General

## **RECONCILIATION OF DEPARTMENTAL FIGURES WITH THOSE BOOKED IN THE TREASURIES AND THE FIGURES BOOKED IN THE ACCOUNTANT GENERAL'S OFFICE**

17. According to Para 190 of the Budget Manual, every chief controlling officer should watch the progress of expenditure continuously and for this purpose, he should require the Disbursing Officers to report every month the figures of actual expenditure during the previous month and the liabilities incurred, but not yet paid. Each disbursing officer should therefore maintain a register of disbursements and liabilities and as soon as a bill is encashed at the treasury, it should be posted in the appropriate columns of the register against the District Treasury in which the payment is made. The disbursing officer and the chief controlling officer shall reconcile the figures of expenditure with those booked in the treasury and this reconciliation work must be completed on or before 4th of each month for the expenditure incurred in the previous month. After the close of each month, every disbursing officer should, after reconciliation with treasury figures as prescribed by the chief controlling officers in consultation with the District Treasury Officer, forward to the controlling officer immediately superior to him an extract of his account.

17.1 The chief Controlling Officer should consolidate the totals of his own expenditure and that shown in the extracts from the registers of the subordinate controlling officers and he should send a clerk of his office to the Accountant General's office with the departmental register, quarterly, on a date to be fixed to each department by the Accountant General. The clerk should with the assistance of the AG's staff compare the departmental figures with those recorded in the AG's books and prepare a statement of discrepancies and the adjustments to be made by the Chief Controlling Officer. One copy of the Statement of discrepancies shall be handed over immediately to the AG's reconciliation clerk for effecting the necessary adjustments to his office where necessary adjustments should be effected in the departmental registers. The chief controlling officer should then send a certificate to the AG that this work has been done. Similarly the AG's office makes the necessary adjustments in his books and informs the clerk that the adjustments have been done. The chief controlling officer should then send a certificate to the AG stating that the figures in his registers have been reconciled

with those in tube books of the AG. The Treasuries and Pay and Accounts Office shall maintain a register showing the dates on which the reconciliation was made by the officers and shall verify the correctness of the certificate furnished by the drawing officers along with the pay bills

17.2 The chief controlling officer(i.e. Heads of departments) shall get the figures of receipts and expenditure for the entire state reconciled with those booked in the AG's office on quarterly basis by following the procedure already prescribed and a certificate to that effect shall be furnished to the Pay and Accounts Officer. The chief controlling officer shall furnish the PAO the designation of the officer/officers in his office' entrusted with the responsibility of reconciling the consolidated state wide figures of receipts and expenditure with the Accountant General, head of account wise,

11.3 The salary of the concerned-officer who is responsible for reconciliation shall not be allowed to be paid by the PAO for the second month in the next quarter if a certificate of reconciliation with the AG's figures is not furnished to the PAO i.e. if the officer fails to get the accounts reconciled for the quarter April to June by the end of August, the salary for the month of September shall not be allowed to be drawn by the Treasury or the PAO, as the case maybe. As per G.O.. MS.No.451 Fin (TFR) 01. 9-10-2003 unless a certificate of reconciliation for the previous but one quarter is given no authorization for release will be given by Director of Treasurers &Accounts.

#### **THE BUDGET CONTROL PROCEDURE**

18. In order to ensure that the expenditure is kept well within the budget allotment and to avoid ways and means difficulties, Govt. introduced with effect from 1.8.67, a system of control over expenditure with particular reference to the budget allotments.

18.1 Heads of departments should prepare and send the distribution statements of funds direct to their subordinate officers and the District Treasury Officers with copies to the Director of Treasuries and Accounts. The DTOs should act on the basis of these statements without waiting for the authorisation from the Director of Treasuries and Accounts and admit expenditure for the first three months of financial year i.e. April, May and June.18.2 In the meantime, the Director of Treasuries and Accounts will scrutinise the statements and communicate them to the Treasury officers for admitting expenditure, before the end of June

18.3 The expenditure for the entire year should however be regulated only on the basis of authorized statements communicated by the Director of Treasuries and Accounts. and variations in the statements first communicated by the controlling officers directly as compared to the figures authorized by the Director of Treasuries and Accounts, should be reported by the Director of Treasuries and Accounts, for-reconciliation to the Heads of departments.

18.4 if the statements are not received before the end of June through the Director of Treasuries and Accounts, the DTO will not admit fresh expenditure in audit.

18.5 In respect of items which are exempted from Treasury Control DTO may continue to admit bills till the end of June even in the absence of distribution statements from the chief controlling officers.

18.6 In respect of departments having Chief Accounts Officers, while communicating the distribution statements to the DTO it should be clarified by the concerned Heads of departments that statements of distribution are issued with the concurrence of Director of Treasuries and Accounts only, quoting his reference number and date. A copy of this should be marked to Director of Treasuries and Accounts. The DTO should not insist for a separate authorization from the Director of treasuries and Accounts and can admit the bills

18.7 The Chief controlling officer/Estimating officers have to incur expenditure under Plan and Non-Plan on quarterly basis except where specific authorization has been given by the finance department for incurring expenditure otherwise.

## **SUPPLEMENTARY GRANTS**

19. Unavoidable and unforeseen circumstances may however, arise in the course of a financial year, making it necessary to incur urgently fresh expenditure under one or more detailed heads or to incur expenditure on a new service, not contemplated in the original Budget Estimates. In such cases, savings-in other appropriations by postponement or curtailment of less urgent expenditure may be appropriated except when it is on account of a 'New Service'. If this is not possible expenditure should be presented to the

Legislature as laid down in art.205 of the Constitution. 15th February is fixed as the last date for submission to Govt. by controlling officers of applications for surrender of savings in appropriations and for appropriation and supplementary appropriations. 25th February is the date by which the Finance Dept. should receive the above proposals from the Administrative departments

19.1 In the case of supplementary grants, it is not necessary to postpone the expenditure till the receipt of Appropriation Act. Bills can be presented at the Treasuries/PAO, after obtaining the approval of the Director of Treasuries and Accounts by appending the certificate, if it is under the purview of Treasury control, that "The additional amounts included in the statement are those for which the supplementary estimates have been accepted by the Fin&Plg.(Fin. Wing) Dept" (Govt. circular Memo (No.3511/d/20/W&HII/81F&P and Govt. Memo No.1589-B/25/W&III, F&P).

## **NEW SERVICE**

20; The revised monetary limits for treating the scheme to be introduced during the course of the year as "New Service/New Instruments of Service.'" are indicated in the Annexure to G.O.Ms.No~26, Fin.(BG) Dept. dt.18.5.90. . Expenditure on a 'New Service' not contemplated in the Budge Estimates for the year should not be incurred whether the expenditure is charged or voted and whether it can be met by reappropriation or not, -until it is included in a supplementary' statement of expenditure presented to the Legislature and eventually in an Appropriation Act. If. the expenditure can be met from the .savings with in the grant, wholly or in part, it will be sufficient, if-a token sum of Rs.1,000/-or the balance actually required, as thecae may be, is included in .the supplementary statement of expenditure.

## **ADVANCES FROM CONTINGENCY FUND**

20: 1 pending the authorization of funds by the Legislature, an advance may be sanctioned by the Governor from the "AP Contingency Fund" to enable urgent expenditure being incurred on a "New Service or on an existing service Advance from the Contingency Fund do not lapse at the end of the financial year. Supplementary estimates for recoupment of advances sanctioned from the Contingency Fund should be made to the Finance and Planning Dept. by the Administrative Dept., concerned.

## **REAPPROPRIATION OF FUNDS**

2f: Reappropriation of funds as between different grants or between revenue, capital and loans sections within the same sections of the grant are not permissible. Reappropriation should not be sanctioned by Head of depts. from Plan to Non-plan expenditure and vice-versa.

21.1 As per Govt. circular memo No.2725/938/BGAI/97-1 F&P., dt.11.9.97, reappropriation of funds from one head to the other as stipulated in Para 20 of Budget Manual may be sanctioned by Heads of Departments.

21.2 Reappropriation should invariably be in multiples of Rs. 1,000/-

22. The final appropriations and the actual expenditure in the year under each head of appropriation within the several grants will be shown in the detailed "Appropriation Accounts" prepared by the Accountant General, after the close of the financial year, together with the explanation reported to him by the controlling officers. Important variations and excesses or savings in the total final appropriation for each grant separately for voted and charged expenditure are brought clearly in the appropriation accounts, which are submitted to the Legislature by the Accountant General. The Legislative Assembly investigates the variations with reference to the explanations given by the Chief Controlling Officers. The Public Accounts Committee's recommendations are in a report presented to the Legislature.

23. The Legislature, thus, exercises control over finance twice, once-before the approval of the Budget and again, after-the-expenditure figures are brought out by the Accountant General in the form of Appropriation Accounts.

## FUNCTIONS AND SPIRIT OF AUDIT

1. Audit forms an indispensable part of the financial system and is one of the important organs necessary to ensure the sound functioning of a Parliamentary democracy. It is the main instrument to secure accountability of the Executive to the Legislature. Audit assists the Parliament Legislature in exercising its financial control over the Executive to ensure that funds voted by the Parliament Legislature have been utilized for the purpose intended, and that the funds -authorized to be raised through taxation and other measures have been assessed, collected and credited to Government properly. It checks the compliance, by the various authorities, with the rules and orders issued by the Executive Government and thus secure accountability. on the part of each authority subordinate to the .one immediately above in the hierarchy of delegation.
2. The primary function of Audit is to verify the accuracy and completeness of accounts, to secure that all revenue and receipts collected are brought-to account under the proper head, that all expenditure and disbursements are authorized, vouched and correctly classified and that the final account represents a complete and true statement of the financial transactions it purp09rts to exhibit. Its broad aim is to safeguard the financial interest of the tax payer.
3. It is the first principle of Government audit to recognize the clear distinction between auditoria and administrative functions. It is the function of the Executive Government to make financial rules and orders and of the subordinates of the Executive Government to apply these rules and orders. It is the function of Audit to verify that financial rules and order satisfy the provisions of law and are otherwise free from audit objection and that these rules and orders are properly applied. It is not the function of audit-to prescribe what such rules and orders shall be or to interfere with their administrative applications.
4. The Executive Government is responsible for enforcing economy in the expenditure of public moneys. It is the duty of Audit to bring to notice through its reports wastefulness, in public administration and infructuous expenditure.

### Spirit of Audit

5. Although it is the duty of Audit to ascertain that the prescribed rules and orders are obeyed, it is not to be understood that the mere application of these rules and orders in their minutes detail by itself serves the purpose of audit. The fundamental object of audit is to secure real value for the tax payer's money.

For such a purpose it necessary, of course. that rules of procedure should, be laid down but if such rules are to be regarded as ends in themselves and not merely as means to an end, the inevitable tendency will be for Audit to insist rigidly on relatively petty matters and thus to frustrate the real object of audit. For it is clear that if much time and trouble is occupied and friction possibly engendered over expenditure of a very trifling character in regard to which there has been only a technical as opposed to a substantial irregularity, the Government and consequently the tax payers will be the losers. That is, better often to pass some not fully regularized expenditure of a trifling amount than to embark on a lengthily controversy in respect of it. Undue insistence avoided and more time and attention devoted to the

investigation of really important and substantial irregularities with the object of not only of securing rectification of the particular irregularity but also of ensuring regularity and propriety in similar cases for the future.' At the same time, it must be borne in' mind that failure to appreciate the significance of-what--appears to be a trifling irregularity may lead to failure to discover an important fraud or defalcation. An Auditor must develop an instinct for' assessing the importance of an individual irregularity. Objectivity and independence are the two essential qualities an auditor' should possess and they should be complementary in manifestation.

7. The prescribed checks should, therefore, be observed in the spirit and not in the letter as opposed to the spirit. As a rule, trifling matters which are of no consequence to the finances of the Government should not be given' much attention. To save time and trouble over petty sums, audit Officers have been given powers by the Government of India to waive petty objections and these

. Powers should be exercised freely but with discretion..

#### Procedure of Audit Scrutiny

8. Audit done by the Comptroller and auditor-General is in the nature of sample tests with varying quantum of audit for different types of transactions.. It is almost entirely post audit. It is done (i) centrally at the location of the field offices of the Indian audit and Accounts Department, through examination of accounts, vouchers, and other papers and documents received by them and

(ii) locally, which is known as local audit or inspection, at the site of the offices of the departments of Government or authorities and bodies through examination of their accounts, books, papers and other documents. The latter audit is done through establishing branch offices known as concurrent residential audit offices. Orland through local audit by sending peripatetic parties at periodical intervals. Central and local audit play a complementary role to each other. In determining the nature and extent of audit, cognizance is taken of the effectiveness of the internal audit system obtaining in the departments or agencies of Government and authorities and bodies.

9. In the course of scrutiny of accounts and transactions of Government, audit is entitled to make such queries and observations and to call for such accounts, books, documents, vouchers, returns and explanations in relation to them as it may consider necessary in the interest of proper discharge of its duties. All queries and observations shall be couched in a courteous and impersonal language. Audit should confine itself to calling upon the Executive to furnish any necessary information and in cases of difficulty; it should confer with the Executive as to the best means of obtaining the evidence which it requires.

10. In the scrutiny of accounts and vouchers the following procedure should be observed. The actual person performing the original audit, who will be usually a basic level auditor, must apply the rules strictly. It cannot be expected that these basic level auditors who perform the detailed audit will have the judgment or breadth of view necessary to exercise the discretionary powers mentioned in the preceding paragraph. But once the detailed audit has been carried out strictly and every infraction of rule brought to light, it will be for the competent Audit officer to exercise the discretion vested in him by Government and to

determine the cases in which the objections which might be raised under the strict letter of the law can be waived. If the objection is of such a nature that it cannot be waived, it will be the duty of the Audit Officer to press it firmly-but in courteous and impersonal language. In carrying out this audit, the audit officer should remember that exceptional cases may arise in which it is desirable to relaxed, and even then the relaxation must be of formalities rather than of essentials.

11. Audit depends for its effective value on its right and duty to report results to the proper authority so that appropriate action may be taken to rectify the irregularity or impropriety, where possible, or to prevent a recurrence of it. It is in the treatment of result of audit that the auditorial function demands the highest qualities of understanding, balanced judgment and sense of proportion.

#### Audit as an aid to Government

12. Audit is one of the instruments of financial control. It is therefore, the duty of the Audit Officer to provide Government with all possible assistance within the sphere of his functions in financial matters. His normal attitude is the critical one, but the duty of criticism must not be developed to-exclude the constructive faculty or constructive help. For example, when the Audit Officer is to inspect an office, he should not only point out mistakes but also indicate how they may be rectified and in future avoided; he should also suggest improvements in the system. H must educate as well as investigate.

13. The scrutiny of departmental files, papers and documents enables audit to know the background of the transactions and to have a better appreciation of the situation for considering if any objection has to be raised; thus, making available to audit freely the papers and documents demanded by audit helps Both audit and administration in the matter of raising and settlement of objections The roles of audit and administration are really compliantly to each other . The aim and purpose of both are the same Viz to see that the department keep to the path of financial rectitude and the resources of the state are efficiently utilized with due regard to consideration of economy and financial propriety. it thus Hardly needs any emphasis that the relationship between Audit and Administration in the matter of obtaining' information papers and other documents for the purpose of audit should be cordial. It will. greatly improve the relationship between Audit and the administration and tone up the functional efficiency of administration if audit objections .are taken in the proper spirit and. 'perspective: and attended to' promptly.

## **Audit Objections /Audit Paras and Facing PAC**

### **FUNDS**

Finance is the life bold of the Government Commercial transactions. Most of the transactions usually be condensed into monetary terms and reported. These reporting may be either in the form of Budgets or Annual Accounts. These Budgets and Annual Accounts are indispensable to any organization whether it is Government non-Government, commercial or non-commercial. The Authority for financial transactions stems from the Constitution-of India-for all Governmental transactions. It may be acts, for financial transactions of Local Bodies. The Article 266 speaks of consolidated fund Article 267, speaks of contingency fund Article 266

(2) and Art 284 speaks of Public account.

### **BUDGET**

Budget is the pre-discipline on public spending where as audit is the post discipline. The need for a Budget arises on account of the constitutional obligation laid down under Art 266 which envisages Legislature control over the expenditure. The budget of the government expresses its total activity in figures. -Budget-reflects what the government is doing or intended to do. Expenses are budgeted in relation to anticipated income in a year. If it indicates physical achievements proposed to be attained from the financial outlays it is called performance budget.

### **ANNUAL ACCOUNTS**

After Budget, the related transactions may take place with preference to realization of receipts and payments for expenditure. Receipts will be accounted for to Government Treasury and Moneys would be drawn from Treasury for making payments. In doing so the person in charge of these transactions has to follow stipulations of Acts, Rules, Codes Manuals, Government Orders and executive instructions.

These receipts which were accounted for and the payments which were made have to be documented in-prescribed formats and present to the Government by all the Designated Officers. These are called accounts. When all these -accounts are consolidated and presented in the formats for a financial year they are termed as Annual Accounts.

### **AUDIT**

Audit is a constitutional/legal requirement. Hence, Accounts of. any organization must necessarily be audited irrespective of its nature of ownership Government Local Body, Co-operatives, Business, N.G.Os or professional Bodies. Audit, is scrutiny of Financial transactions carried out by the Executive Authorities of

An organization which are presented inform of annual Account and state whether these financial transactions were carried out as per the Rules; Regulations, Codes Manuals;" Government 'Orders and executive instructions and express opinion whether the Annual accounts are reflecting the true and fair view of Financial transactions. The Comptroller and Audit General of India conducts audit of state' government accounts wider section 14 Of CAG (Duties power and conditions of service Act) 1971.



## AUDIT OBJECTIONS / PARAS

When the Annual accounts do not reflect true and fair view of financial transactions and carried out in violation of Rules Regulations, Codes Manuals, Government Orders and executive instructions, the auditor will raise an audit objections/ Para on the Accounts. These are called Audit Objections/Paras. The, Audit objections and Audit Paras are interchangeable The client organization calls' them Audit objections and the comptroller and Auditor General call them audit Paras. The Comptroller and Auditor General examines the' yearly accounts of the' Government and after scrutiny certifies the accounts, subject to such reservations as . he chooses to make, and submits his reports to the president who causes them to be laid before Parliament

The CAG will present these objections to the legislature parliament or assembly. The Audit objections may otherwise be viewed, points of distortion in Annual accounts in reflecting financial transactions carried out" These distortions reported. have to be rectified and make the Annual accounts set right till they reflect the true and fair view qf the financial transactions.

The CAG will submit the Audit report for every year to the Governor unnder Article 151 under constitution. The report contains Audit observations on matters arising from the examination of Finance Accounts and Appropriation Accounts. And the report also contains the findings of Performance Audit and Audit of transactions in various Departments. Normally the AG conducts only Test Audits.

The methodology for submission of Audit Report by AG

The AG conducts Test Audit of an Office

Forward the audit Inspection Report to the Head of the~ Office for follow-up action and..Rectification

The AG consolidates audit Inspection Report of various offices under each Head of. The Department and inform the same to the HoD for perusal of follow-up action.

The CAG submits Audit Reports to the Governor/Legislature

## TYPES OF AUDIT

The audit by the C&AG is comprehensive and manifold. It involves among others,

- (a) Accountancy Audit,
- (b) Regularity Audit,
- (c) Appropriation Audit
- (d) Propriety Audi Discretionary Audit
- (e) Efficiency-cum-performance Audit

The efficiency-cum-performance audit has gained much importance recently. Here the audit examines as how far the implementing agency is adequately discharging its financial responsibilities in regard to the various schemes are being undertaken by it and ascertain whether the schemes are being executed effectively and these operations conducted economically and whether they are producing the results expected of them.

#### Methodology & follow-up action on Audit Report

1 The AG on receipt of explanation from the Head of the office scrutinizes the reply and draft the objection. If not satisfied with the reply the AG will inform for taking further action.

2 The AG peruses the replies from the HoD

3 The Secretary, Finance (PAC) Department, furnishes explanatory note on all items by collecting necessary information from the subordinate officers/HoDs.

4 The copy of the explanatory notes may also be furnished to AG (A&E).

5 The AG (A&E) informs his remarks-to the Legislature (PAC) Department to place before the PAC both the explanatory notes and the AG remarks.

6 The PAC on examining both the explanatory notes of the Secretary/HoD and the remarks of the AG will conclude whether to drop the further action or peruse further.

It is here the official who is in charge of settlement of AG Audit Objections will have to show his diligence in convincing the AG along with PAC in accepting the transaction carried out. If not he has to face the music in convincing the Government in condoling the defect and save him from the wrath of PAC in that particular transaction.

1, The Audit objections Paras may be rectified/settled by recovery of the' amount as pointed out.

2. The objection may be rectified by maintaining the details afresh as noted in

The objections. (Maintenance of records)

3.The objection may also be got settled by getting the transaction ratified by the higher authority or the Government.

#### **SETTEMENT OF AUDIT OBJECTIONS**

The AG may settle / drop the audit paras in the from given below.

1. Dropped on the responsibility of the Department
2. Dropped to the subjected to verification during next local audit
3. Dropped as the latest has been commented
4. Dropped on verification during local audit.

#### **PUBLIC ACCOLJNTS COMMITTEE**

Legislature as a body Cannot have an effective control over the government' and the whole gamut of its activities.. Administrative accountability to the legislature. through Committees-

has been the hall mark of our political system. The Legislature exercises control over the Executive through the PAC.

The Public Accounts Committee is constituted every year under the rules of Procedure and conduct of Business of Legislature. The PAC can have members drawn from both houses of the legislature

#### THE SCOPE OF PAC

The PAC can examine the

- 1 Statement of Accounts showing income and expenditure of Government
- 2 Statement of Accounts showing income and expenditure of state Corporations
- 3 Statement of Accounts showing income and expenditure of autonomous
- 4 Any other report of CAG

The scope of PAC goes beyond the formality of examination of expenditure to its wisdom, faithfulness and economy. The PAC examines the cases involving losses, nugatory expenditure and financial expenditure irregularities. When any case of proved negligence resulting in a loss or extravagance is brought to the notice of the PAC it calls up the Ministry/department concerned to explain what action, disciplinary or otherwise it had taken to prevent its recurrence. In such a case it can also record its opinion in the form of disapproval or pass strictures against the extravagance or lack of proper control by the Ministry or Department concerned.

#### THE FUNCTIONS OF PAC

- 1 Examination of Accounts showing the appropriation's of sums granted by the legislature of the expenditure of the government
- 2 Examination of Annual Financial Accounts of the Government'
- 3 Scrutiny of the appropriations of Accounts of the Government
- 4 Scrutiny of the Audit Report of CAG.
- 5 Detail descriptions on points of financial discipline, principal under system.

The PAC carries out the above functions to satisfy itself

- (a) That the moneys shown in the accounts as having been disbursed were legally available for, and applicable to the service or purpose to which they have been applied or charged;
- (b) That the expenditure conforms to the authority which governs it;
- (c) That every re-appropriation has been made in accordance-with the provisions made in this behalf under rules framed by competent authority.

## NATURE OF EXAMINATION

If any money has been spent on any service during a financial year in excess of the amount granted by the House for that purpose the Committee shall examine with reference to the facts of each case the circumstances leading to such an excess and make such recommendation as it may deem fit.

That is to say that PAC ascertains that

- 1 Money granted by Legislature has been spent by Government within the scope of the demand.
- 2 Money recorded as spent against the grant must not be more than the amount granted.
- 3 The expenditure brought to account against a particular grant must be of such a nature as to warrant its record against the grant and against no other.
- 4 Grants should be spent on purposes which are set out in detailed demand and they cannot be spent on any new service nor contemplated in the demand.

The function of PAC is the discussion on points of financial discipline and principles. However the PAC is not concerned with the question of policy in the broad sense. As a rule it expresses no opinion on points of general policy but it is within its jurisdiction to point out the weather where there has been extravagance or waste in carrying out the policy.

### Regularization of Excesses over Grants and surpluses

Any money has been spent by the Government on a service in excess of the amount granted by the house for the purpose, the House for the purpose, the PAC examines with reference to the facts of each case, the circumstances leading to such excesses are thereafter required to be brought up before the house by the Government for regularization under article 115 of the Constitution.

The PAC looks upon savings arising from incorrect estimates or other defects of proceeding more leniently than it does upon excesses. This safe estimating might be regarded as even more objectionable, as it might easily lead to extravagance waste

The Legislature/PAC must satisfy itself that the moneys so voted were directed to the intended purposes and were spent prudently and economically.

## PAC AT WORK

The Report and content of the Audit Report forms basis-and provide direction for the work of PAC. The Comptroller and Auditor General is the "friend, philosopher and guide" of the PAC.

1. At the beginning of its term every year, the PAC makes a selection of Audit Paragraphs included in the various reports of C&AG for in-depth examination.
2. After holding deliberations and taking note of the time available at its disposal the PAC selects the most important paragraphs from the Audit Reports for . . . detailed examination and submits its reports to the House on them.

3. The Government is required to intimate the PAC the action taken or proposed to be taken by it on the recommendations contained in the report of the PAC

4. The action taken replies of the Government is required-by the PAC and due classification of the replies on Action Taken Report is presented to the Legislature: .

.5. The government is further required to intimate the action taken or proposed to be taken by it and the previous recommendations.

6. The action taken thus reported by-the Government is placed on the table of the House in the form of a statement without any further comment;; by the PAC.

Thus, this system not only ensures accountability of the Executive to the Legislature but also enables the Legislator~ and the Public in General to appraise the Governments final-replies to the PAC's recommendations. This completes the examination of the Subject by the PAC

#### **FOLLOW-UP ACTION ON NON-PAC PARAS**

The PAC refer the audit paragraphs not selected by the PAC to. The Ministry/Departments concerned for furnishing of notes duly vetted by the audit showing remedial/correct action taken on all the paragraphs contained therein. The remedial/correction Action Taken Replies Notes received from Government are sent to CAG for categorization like

- a. Accepted
- b. Partially accepted
- c. Not accepted

And then circulate these Notes to the "members of the Committee.

#### **AU OIT COMMITTEES**

In order to have effective monitoring the follow-up action Oil the Audit objections the Government has formulated for constitution of Audit Committees at three levels.

<b>Level</b>	<b>Composition</b>	<b>Frequency of meeting</b>
Apex level	Secretary of the Department 'and Finance Secretary	Twice in January and JU~
Departmental level	Left to HoD	Once in three months
District level	Left to Collector	Once in two months

The Accountant General normally report these Audit objections to the Head of the Department and the Secretary of the Administrative Department is responsible for taking follow-up action for rectification" of the Audit Objections reported by the Accountant General. The follow up action consequent on issue 09f Audit Report will be perused by the PAC on behalf of the Legislature.

**MODULE-IV**  
**Behavioural & General Management**



**ప్రేరణ (Motivation)**

**మొదటి విభాగం — మీ సమర్థతని మీలో ఉండే ప్రేరణ నడిపిస్తుంది**

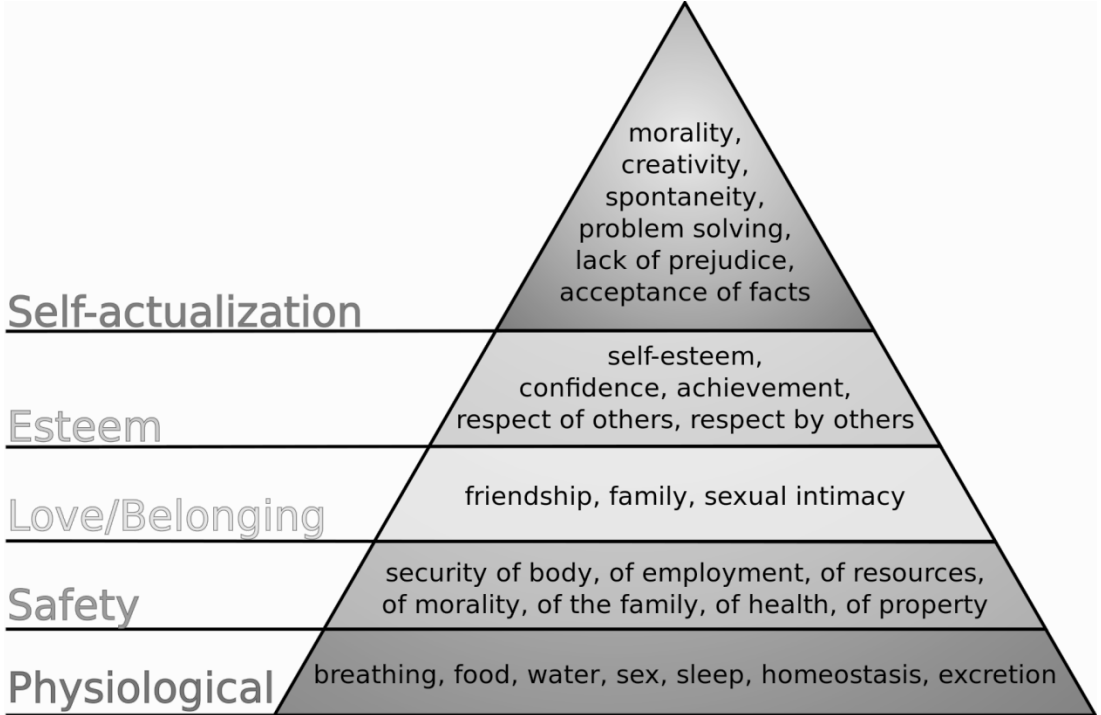
- A. మహాత్మాగాంధీని స్వాతంత్ర్యపోరాటంలో అహింసామార్గాన్ని ఎంచుకొనేలా ప్రేరేపించిన అంశాలు
1. నైతికత మరియు న్యాయబద్ధతపై గల ప్రగాఢ నమ్మకం.
  2. హింసామార్గానికి వ్యతిరేకం/అయిష్టత.
  3. బ్రిటిష్ వారి వలసవాదం మరియు దోపిడీ విధానాలపై తీవ్ర అసహనం/కోపం.
- B. ప్రస్తుతం వందకు పైగా దేశాల్లో నాలుగు వేలకు పైగా సిస్టర్స్ తో పనిచేస్తున్న మిషనరీస్ ఆఫ్ ఛాలిటీని స్థాపించి కుష్టువ్యాధిగ్రస్తులకు, ఎయిడ్స్ వ్యాధిగ్రస్తులకు, అభాగ్యులకు మరియు స్కూల్స్ కి సహాయపడడానికి మదర్ తెరెసాని ప్రేరేపించిన అంశాలు
1. మదర్ తెరెసా బాల్యంలో మిషనరీస్ చేసిన సేవల గూర్చి విన్నటువంటి కథలు
  2. రోగులు మరియు నిరుపేదలు ఎదుర్కొంటున్న బాధ మరియు కష్టాలు చూసి చలించిపోవడం
- C. మనిషిలోని అంతర్గత శక్తుల గూర్చి, వాటిని వెలికితీయడంలో భారతీయ సంస్కృతి యొక్క గొప్పదనం గూర్చి ప్రపంచానికి తెలియజేయడంలో వివేకానందుడిని ప్రేరేపించిన అంశాలు
1. భారతీయ తాత్విక చింతనని పాశ్చాత్య ప్రపంచానికి పరిచయం చేయాలనుకోవడం
  2. వివిధ విశ్వాసాలలో గల గొప్పతనాన్ని తెలియజేయాలనే కోరిక
  3. గురువు రామకృష్ణ పరమహంస బోధనలు
- పై ముగ్గురు మహానుభావులుగా మారడానికి వారిని కొన్ని అంశాలు ప్రేరేపించాయి. అలా పొందిన ప్రేరణతో వారు తాము నమ్మినదానిని త్రికరణశుద్ధిగా ఆచరించిచూపారు. గొప్పవారు అయ్యారు.
  - ప్రేరణ అనేది సమర్థవంతంగా పనిచేయడానికి విశేషంగా ఉపకరిస్తుంది. ప్రేరణ అనేది వ్యక్తిలో ఉండే సహజమైనగుణం.
  - వ్యక్తిగత లక్ష్యాలకు ప్రేరణ తోడైతే మనిషి 'మనీషీ'గా మారతాడు. గొప్ప పనిమంతుడు అనిపించుకుంటాడు.
  - ప్రభుత్వంలో మరియు ప్రభుత్వ కార్యాలయాల్లో కూడా అంతే ప్రభుత్వం యొక్క లక్ష్యాలకు మరియు వ్యవస్థాగత లక్ష్యాలకు సమన్వయము మరియు వ్యవస్థాగత లక్ష్యాలు చేరుకోవాలన్న ప్రేరణ ఉంటే చాలు. ఇందుకు కావాల్సిందల్లా పరిజ్ఞానం మరియు నైపుణ్యాలు మాత్రమే.



- ప్రేరణ అనగానేమి?
  - ✓ మనిషిని ఒక విషయం/పని/ఉద్యోగం/పాత్ర/లక్ష్యాన్ని చేరుకోవాలనే ప్రయత్నాలపై నిరంతర ఆసక్తిని మలయు అది సాధించేవరకు లేదా పూర్తిచేసేవరకు దానికే కాతుబడిఉండడానికి వీలైన కోరికని మలయు శక్తిని చైతన్యం చేసే అంతర్గత మలయు బహిర్గత కారకం.
  - ✓ మనిషిని అంతర్గతంగా నడిపించే శక్తి.
  - ✓ మనిషి తన లక్ష్యాలు అందుకోవడానికి లేదా అవసరాలు తీర్చుకోవడానికి లేదా అంచనాలు అందుకోవడానికి చేసే ప్రయత్నాలకు సహాయం చేస్తుంది.
  - ✓ మనిషి తనకునచ్చిన ప్రవర్తనను అందుకోవడానికి ఉపయోగపడే స్థాయి.
- ప్రతి వ్యక్తిలో ఒకేవిధమైన ప్రేరణ లేదా అంతర్గత శక్తి ఉండకపోవచ్చు. మీలో ఉన్న ప్రేరణ లేదా అంతర్గత చేతనా శక్తిని ఈ కింది సందర్భాలకు తగ్గట్టు మీరే తెలుసుకోవాలి
  1. సందర్భం
  2. సన్నివేశం/పరిస్థితి
  3. ఉద్యోగం
- ఈ కింది ప్రభుత్వ ఉద్యోగులను ప్రేరేపించే అంశాలు ఏమిటో రాయండి?
  1. సంక్షేమాధికారి
  2. అటవీ సంరక్షణాధికారి
  3. వాణిజ్యపన్నుల అధికారి
  4. గ్రామ రెవిన్యూ అధికారి
  5. ప్రభుత్వోపాధ్యాయుడు

రెండవ విభాగం — మాస్లో అవసరాల వర్గీకరణ

- ఒక వ్యక్తిలో ప్రేరణ అనేది ఆయన యొక్క వ్యక్తిగత అవసరాలతో సంబంధం కలిగి ఉంటుంది.
- ప్రతి ఒక్కరి అవసరాలు వేర్వేరుగా ఉంటాయి. ఉదాహరణకు వర్షాకాలంలో గ్రామీణ ప్రాంతాల్లో ఉండే రైతు యొక్క అవసరాలకు, హైదరాబాద్ లేదా కలింగర్ లాంటి నగరాల్లో నివసించేవారి అవసరాలకు తేడా ఉంటుంది. అలాగే మధ్యతరగతి వారి యొక్క అవసరాలు, ధనవంతుడైన వ్యాపారవేత్త అవసరాలు వేర్వేరుగా ఉంటాయి.
- అబ్రహాం మాస్లో 1943 ప్రవచించిన అవసరాల వర్గీకరణ అనేది మనోవిజ్ఞాన శాస్త్రంలో ముఖ్యమైన ప్రేరణ సిద్ధాంతంగా పేరుగాంచింది. ఈ వర్గీకరణ మనిషి యొక్క ఐదు రకాల అవసరాలను వర్గీకరించి, వివరిస్తుంది.



- మాస్లో అవసరాల వర్గీకరణ ఆధారంగా నీలో ఉన్న అవసరాలను అర్థం చేసుకుంటే మీలో గల స్వయంప్రేరణ గూర్చి తెలుసుకోవచ్చు/అంచనావేయవచ్చు. మీ అవసరాలను అర్థం చేసుకొనే స్నేహితులు ఉండడం, మీ స్నేహితుల అవసరాలు మీరు తెలుసుకోవడం వల్ల మీ బంధం బలంగా ఉంటుంది. మీ ఆధ్వర్యంలో పనిచేసే సిబ్బంది యొక్క అవసరాలను తెలుసుకోవడం వల్ల ఒక బలమైన జట్టు ఏర్పడి సమర్థవంతంగా పనిచేయగలుగుతారు.

- మాస్కో అవసరాల పిరమిడ్ లో దిగువన భౌతిక అవసరాల గూర్చి తెలియజేస్తాయి. ఇవి మనిషి యొక్క కనీసావసరాల (తిండి, నీరు, దుస్తులు మొదలగునవి) గూర్చి తెలియజేస్తాయి. ఇవి తీలతేనే మనిషి అవసరాల పిరమిడ్ లో గల మిగతా అవసరాల గూర్చి ఆలోచిస్తాడు.
- మాస్కో అవసరాల పిరమిడ్ ప్రకారం మనిషి పిరమిడ్ దిగువన ఉన్న అవసరాల తీర్చుకోవడంతో ప్రారంభించి క్రమంగా పై స్థాయిలో గల అవసరాలను కూడా తీర్చుకునేందుకు ప్రయత్నిస్తాడు. అనగా మనిషి దిగువన ఉన్న కనీసావసరాలు తీలతేనే పై స్థాయిలో ఉన్న అవసరాల గూర్చి ఆలోచిస్తాడు. వాటిని తీర్చుకోవడానికి ప్రయత్నిస్తాడు.
- మాస్కో అవసరాల పిరమిడ్ లో దిగువ నుండి గల మొదటి మూడు అవసరాల వర్గీకరణలను — భౌతిక అవసరాలు, భద్రత అవసరాలు మరియు సామాజిక అవసరాలు — మనిషి తక్కువైన అవసరాలుగా పరిగణిస్తారు. ఇవి లోపించినట్లయితే వాటి యొక్క అవసరం క్రమంగా పెరుగుతుంది. ఉదాహరణకు కొద్దిసేపు మీరు ఆకలితో ఉన్నట్లయితే ఆ ఆకలిని తీర్చుకోవాలనుకునే భౌతిక అవసరం మిగతా అవసరాలన్నింటినీ అధిగమిస్తుంది/అణచివేస్తుంది.
- మాస్కో అవసరాల పిరమిడ్ లో ఎగువన గల రెండు అవసరాల వర్గీకరణలను — గౌరవంగా జీవించడానికి సంబంధించిన అవసరాలు, స్వీయ వాస్తవీకరణకు సంబంధించిన అవసరాలు — మనిషి వృద్ధి/అభివృద్ధికి సంబంధించిన అవసరాలు అంటారు.
- మనిషి జీవితంలో సంభవించే ప్రధాన సంఘటనలు ఏవైనా సరే అవసరాలను ప్రభావితం చేయవచ్చు. ఉదాహరణకు పిల్లల పెళ్లి చేయాల్సిరావడం, వ్యవసాయంలో నష్టం వాటిల్లడం. ఫలితంగా కొన్నిసార్లు పిరమిడ్ లో పైకి వెళ్ళే బదులు కిందకు వెళ్ళాల్సి రావచ్చు. పదోన్నతిలాంటి సంఘటనలు అవసరాల పిరమిడ్ లో మనిషిని పై స్థాయికి తీసుకుపోవచ్చు.

## కనీసావసరాలు

### 1. భౌతికావసరాలు

- మాస్కో అవసరాల పిరమిడ్ లో అత్యంత మౌలికమైన అవసరాలు — భౌతికావసరాలు. ఉదాహరణకు — ఆహారం, దుస్తులు, నీరు మరియు గృహం.
- మనిషి మనుగడకు ఈ భౌతికావసరాలు తీరడం తప్పనిసరి. ఉదాహరణకు ప్రతికూల వాతావరణ పరిస్థితుల్లో ఇల్లులేని నిరుపేదల పరిస్థితి ఎలా ఉంటుందో ఊహించండి. అలాగే మీకు ఆకలి వేస్తున్న సమయంలో తినడానికి ఇంట్లో ఏమీ లేక, ఆ సమయానికి బయట ఏమీ దొరకక, మీకు వంట కూడా తెలియక మేరు అనుభవించే క్షుద్ధాద ఎలా ఉంటుందో ఊహించుకోండి.
- మన సమాజంలో ప్రభుత్వాల నిరంతర ప్రయత్నాల వల్ల భౌతికావసరాలు చాలామందికి అందుబాటులోకి వచ్చాయి. వస్తున్నాయి. ఇకపై వాటికి పెద్దయెత్తునవాటిని సమకూర్చవలసిన అవసరం లేకపోవచ్చు.

2. భద్రతావసరాలు

- మొదట మనిషి తన ప్రాణానికి, తన కుటుంబ సభ్యుల ప్రాణాలను అడవి జంతువుల నుండి, దోపిడీ దొంగల నుండి సురక్షితంగా కాపాడాల్సిన అవసరానికి ప్రాధాన్యతనిస్తాడు.
- ఆ తర్వాత మనిషి ఆరోగ్యపరమైన అవసరాలకు ప్రాధాన్యతనిస్తాడు. ఉదాహరణకు ఇంట్లో దోమల నుండి రక్షణకై ఆల్-అవుట్/గుడ్ నైట్ లాంటి దోమ సంహారణలను (లెఫ్టెంట్స్) ఉపయోగించడం.
- మనిషి ఉద్యోగానికి సంబంధించిన అవసరాలలో మొదట ఉద్యోగ భద్రత మరియు చేయాల్సిన పని నిరంతరాయంగా ఉండడం అనేవి ప్రధానంగా ఉంటాయి. ఉదాహరణకు ఒక ప్రభుత్వ కార్యాలయంలో గల కాంట్రాక్టు మరియు అవుట్-సోల్డింగ్ ఉద్యోగులను నిరంతరం ఉద్యోగ అభద్రతాభావం వెంటాడుతూనే ఉంటుంది. అనగా తన ఉద్యోగం ఎప్పుడు పోతుందోననే భయాలు నిరంతరం వెంటాడుతూనే ఉంటాయి. అలాగే తాము ఎంత బాగా చేసినా చేయడానికి పని లేనట్లయితే కూడా వారిని తొలగించాల్సి రావచ్చు.

3. సామాజికావసరాలు

- మనిషి సంఘజీవి. మనిషికి జీవించాలంటే కుటుంబం ఒక్కటే ఉంటే సరిపోదు. స్నేహితులు ఉండాలి, బంధువులు ఉండాలి, మానవులతో కూడిన సమాజం కూడా చుట్టూ ఉండాలి.
- సామాజిక సంబంధాలు లేని మనిషి జీవించడం కష్టసాధ్యం.

ఉన్నతస్థాయి అవసరాలు

1. గౌరవంగా జీవించడానికి సంబంధించిన అవసరాలు

- ఇవి రెండు రకాలు — అంతర్గత గౌరవానికి సంబంధించినవి, బహిర్గత గౌరవానికి సంబంధించినవి
- అంతర్గత గౌరవానికి సంబంధించిన అవసరాలు

➤ ఆత్మ గౌరవం

- ✓ ఉదాహరణకు మీ బాస్ మిమ్మల్ని సోమరిపోతుగా మరియు ఎందుకు పనికిరానివాడిగా చిత్రిస్తూ, కార్యాలయంలో ఏమీ పనిచేయకుండా ఊరికే కూర్చోని పోతున్నావు అంటూ బహిరంగంగా తోటి ఉద్యోగుల ముందు దుర్భాషలాడితే చేస్తే మీకేమనిపిస్తుంది? మీరు చాలా బాధపడతారు. అవమానంగా కూడా ఫీలవుతారు.

ఫలితంగా మీ ఆత్మ గౌరవం దెబ్బతిని మీలో ఉండే పనిచేయాలనే ప్రేరణాశక్తి కూడా తగ్గిపోతుంది. ఆ మేరకు పనితీరుపై ప్రభావం పడుతుంది.

➤ ఆత్మ విశ్వాసం

- ✓ క్లిష్టమైన పనులు చేయాలనుకొనే మీ ఆత్మ విశ్వాసం కారణంగా మీలో ప్రేరణ శక్తి పెరిగి మీ పనితీరు చాలా/గణనీయంగా మెరుగుపడుతుంది

➤ సాధించామనే స్పృహ

- ✓ ఎప్పుడైతే మీరు మీ పనితీరుకి సంబంధించిన లక్ష్యాన్ని చేరుకుంటారో అప్పుడు మీము ఒక వ్యక్తిగత లక్ష్యాన్ని కూడా చేరుకొని ఉంటారు. అలాంటప్పుడు మీలో కలిగే అనుభవాలు ముఖ్యంగా 'సాధించాము/సాధించాను' అనే స్పృహ మీ పనితీరును మెరుగుపరుస్తుంది. మిమ్మల్ని మరింత కష్టపడి పనిచేసేలా, మరిన్ని లక్ష్యాలు సాధించేలా ప్రేరేపిస్తుంది. ఆ ప్రేరణతో మీరు మరింత భాద్యతాయుతంగా పనిచేయడం ప్రారంభిస్తారు.

➤ స్వాతంత్ర్యం

- ✓ పనిచేసే చోట మరియ చేసే పనిలో నియమ నిబంధనలు అనుమతించిన మేర స్వేచ్ఛాస్వాతంత్ర్యాలు లేకపోతే ప్రేరణ ఉండదు.

ఉదాహరణకు మీ బాస్ మీకు ఒక పని ఎలా చేయాలో ఒకో మెట్టు గూర్చి పూసగుచ్చినట్టు వివరంగా చెప్తూ ఉంటే మీకేమనిపిస్తుంది? అలాగే నియమ నిబంధనల చట్టంలో స్వేచ్ఛగా పనిచేయనివ్వకుండా వ్రతిదీ తానే చెప్తుంటే మీకేమనిపిస్తుంది? నా స్వేచ్ఛా స్వాతంత్ర్యాలు లాగేసుకుంటున్నాడు అని మనలో మనమే తిట్టుకుంటాము కదా. వీలైతే పనిచేయడానికి కూడా ఇష్టపడం. పని చేయాలనే ప్రేరణ తగ్గిపోతుంది. ఫలితంగా మన పనితీరు మరియు మన కార్యాలయం పనితీరు దెబ్బతింటాయి.

- బహిర్గత గౌరవానికి సంబంధించిన అవసరాలు

➤ గుర్తింపు

- ✓ మీ ఉన్నతాధికారులు/మీ బాస్ మీ పనితీరుని బహిరంగంగా గుర్తించడం వల్ల మీలో ప్రేరణ పెరిగి మే పనితీరు గణనీయంగా పురోగమిస్తుంది.

➤ అధికారం

- ✓ మీరు ప్రస్తుతం ఉన్న స్థాయి నుండి ఉన్నతస్థాయికి పదోన్నతి ఇచ్చినట్లయితే మీరు ఎలా ప్రతిస్పందిస్తారు? తప్పకుండా మీలో ప్రేరణ శక్తి పెరిగి ఉంటుంది. అది సహజం కూడా. అది అధికారం వల్ల కలిగిన ప్రేరణ.

➤ హోదా

- ✓ మీకు పదోన్నతి రావడం వల్ల మీ హోదా పెరుగుతుంది. సహజంగా అధికారం హోదాని తెస్తుంది. హోదాతో కూడిన అధికారం ప్రేరణశక్తి ని పెంచుతుంది.

➤ దృష్టినాకల్పించడం

- ✓ మీకు పదోన్నతి రావడం వల్ల మీరు మీ సహాధ్యాయుల, మీ సబాల్డినేట్స్ మరియు మీ ఉన్నతాధికారుల దృష్టిని ఆకల్పించగలుగుతారు.

- ✓ అలాగే మీరు పనితీరుతో మంచి ఫలితాలు సాధించడం వల్ల కూడా మీ చుట్టూ ఉండేవారి దృష్టిలోనే కాకుండా సమాజం దృష్టిలో పడతారు

➤ ఆరాధించబడడం

- ✓ మీ గూర్తు, మీరు సాధించిన విజయాల గూర్తు ఆలోచించిన వారికి సహజంగానే మీ పట్ల ఆరాధనా భావం పెరుగుతుంది.

**స్వీయ వ్యక్తీకరణావసరాలు**

- ఇవి అత్యున్నతస్థాయి అవసరాలు. ఇవి మీలో ఉన్న శక్తి సామర్థ్యాలను వెలికితీయడానికి వాటికి అనుగుణంగా మిమ్మల్ని మీరు తీర్చిదిద్దుకోవడానికి ఉపయోగపడుతాయి. ఇవి మీ అభివృద్ధికి మరియు మీ ఆత్మతృప్తి సాధన కొరకు దోహదపడతాయి. ఇందుకు కొన్ని ఉదాహరణలు

- ఎక్కువ పరిజ్ఞానం సంపాదించడం
- కొత్త విషయాలను/విధానాలను తెలుసుకోవడం
- సామాజిక సేవ
- దానధర్మాలు చేయడం/దాతృత్వం చేయడం
- చిత్రం, శిల్పలేఖనం, లేఖనం/రచన లాంటి లలిత కళలలో నైపుణ్యం సాధించడం
- నీకు నచ్చిన పని చేయడం

మాస్లో అవసరాల వర్గీకరణ ప్రభుత్వోద్యోగికి ఎలా ఉపయోగపడుతుంది ?

- మాస్లో అవసరాల వర్గీకరణ పిరమిడ్ లో దిగువ నుండి మొదటి మూడు వర్గీకరణలు ప్రభుత్వ ఉద్యోగికి ఆ ఉద్యోగం వాల్ సమకూరుతాయి. వారిలో నాలుగు మరియు ఐదవ వర్గీకరణలో గల అవసరాలను తీర్చేలా ప్రేరణ కలిగించడమే అసలు సవాలు.
- ఈ కింది ప్రభుత్వ ఉద్యోగులలో గౌరవాన్ని మరియు స్వీయ వ్యక్తీకరణను ప్రేరేపించే అంశాలు ఏమిటో రాయండి?
  1. సంక్షేమాధికారి
  2. అటవీ సంరక్షణాధికారి
  3. వాణిజ్యపన్నుల అధికారి
  4. గ్రామ రెవెన్యూ అధికారి
  5. ప్రభుత్వోపాధ్యాయుడు
- మీరు చేసే ఉద్యోగానికి మాస్లో అవసరాల వర్గీకరణ పిరమిడ్ ని అన్వయం చేస్తూ ఒక్కో వర్గీకరణలో మీ యొక్క వివిధ అవసరాలను కనేసం మూడింటిని వివరించండి.

మూడవ విభాగం — స్వయంప్రేరణ

- **మొదటి కథ:** ఒక బాలుడు తన తండ్రితో కలిసి పర్వతాల అధిరోహణకై వెళ్ళాడు. ఒకరోజు ఉదయం ఆ బాలుడు తన తండ్రితో కలిసి ఒక పర్వతం అధిరోహణ చేస్తుండగా ఆ బాలుడు జారిపడడం జరిగింది. ఈ బాలుడు బాధతో 'అమ్మా!' అని అరవడం జరిగింది. కొద్దిక్షణాల్లోనే 'అమ్మా!' అనే పిలుపు పర్వతాల నుండి బాలుడికి వినిపించింది. దాంతో ఆశ్చర్యపోయిన బాలుడు 'ఎవరు నీవు?' అని ప్రశ్నించగా కొద్దిక్షణాల్లోనే 'ఎవరు నీవు?' అనే పిలుపు పర్వతాలు నుండి బాలుడికి వినిపించింది. దాంతో మరింత ఆశ్చర్యపోయిన బాలుడు 'నేను నిన్ను ఆరాధిస్తున్నాను' అని చెప్పగా అవే పదాలు మళ్ళీ బాలుడికి వినిపించాయి. దాంతో బాలుడు మళ్ళీ 'పిలికివాడా' అని సంభోదించగా అవే పదాలు మళ్ళీ ఆ పర్వతాల నుండి వినిపించాయి. ఈ సారి బాలుడు ఆశ్చర్యంతో తన తండ్రి వైపు తిరిగి 'ఏమి జరుగుతోంది?' అని ప్రశ్నించినాడు.

ఆ తండ్రి మందహాసంతో ఇప్పుడు నేను చెప్పున్నా పదాలను జాగ్రత్తగా విను అని కొడుకు చెప్పి 'నీవు ఒక ఛాంపియన్ వి' అంటూ పిలుస్తాడు. పర్వతాలు నుండి కూడా 'నీవు ఒక ఛాంపియన్ వి' అని వినిపిస్తుంది. ఆశ్చర్యపోయిన కొడుకుతో తండ్రి 'ఇలా మనం అన్న మాటలు మనకే వినిపించడాన్ని ప్రతిధ్వని అంటారు' అని చెప్తాడు.

- మీ జీవితం అనేది మీ చర్యల యొక్క ప్రతిబింబం మాత్రమే. ఉదాహరణకు ప్రపంచంలో ప్రేమ ఎక్కువగా ఉండాలనుకుంటే ముందుగా మీ మనస్సు అంతా ప్రేమతో నింపుకోవాల్సిందే. అలాగే మీ జట్టులో సామర్థ్యాలు పెరగాలి అంటే ముందు మీలో సామర్థ్యాలు పెరగాలి. మరోవిధంగా చెప్పాలంటే జీవితానికి మీలిచ్చినదంతా జీవితం మీకిస్తుంది.
- మీ జీవితం అనేది అనుకోని సంఘటనల సమాహారం కాదు. అది మీ చర్యల యొక్క, మీ యొక్క ప్రతిబింబం మాత్రమే.
- మిమ్మల్ని మీరు మాత్రమే సరిగ్గా ప్రేరేపించుకోగలరు. మీకు మీరు మాత్రమే ప్రేరణ. మీకు ఇతరులు చెప్పేది మరియు చేసేది అంతా కూడా మేకు మీరుగా ప్రేరణ పొందేలా చేయడమే. మీకై మీరు ప్రేరణ పొందలేని పక్షంలో మేకు ఎంతమంది ప్రేరణ కలిగించాలని ప్రయత్నించినా ఫలితం పెద్దగా ఉండదు.
- మీరు స్వయంగా ప్రేరణ పొందలేని పక్షంలో మీ పనితీరులో మార్పురాదు. పనితీరు మెరుగుపడదు.



- **రెండవ కథ:** ఒక అనుభవజ్ఞుడైన ఒక మేస్త్రీ వయసుమీరడంతో పనిమానేసి కొడుకులు, కూతుళ్ళు మరియు మనవలు, మనవరాళ్ళతో శేషజీవితం గడపాలని నిశ్చయించుకొని ఆ విషయం తనకు ఇంత కాలం పాటు ఉద్యోగం ఇచ్చిన యజమానికి చెప్పాడు. ఆ యజమాని అలాంటి మంచి ఉద్యోగిని కోల్పోవడానికి అయిష్టంగా అంగీకరించి తన చివరి కోరికగా ఒక ఇల్లు నిర్మించి ఇవ్వమని కోరతాడు. అందుకు అయిష్టంగానే అంగీకరించిన మేస్త్రీ ఇల్లు నిర్మాణం మొదలుపెడతాడు. అయితే పని అంటే ఇష్టం లేని కారణంగా నాసిరకమైన ముడిసరకు వాడి, లోపభూయిష్టమైన ఇల్లు నిర్మాణం చేసి ఇస్తాడు. ఇంటి నిర్మాణం పూర్తయిన తర్వాత ఆ యజమాని కొత్త ఇంటిని తనిఖీ చేసి, మేస్త్రీ వద్దకు వచ్చి 'ఇది నీ కొరకు నేను ఇస్తున్న బహుమానం' అంటూ ఆ కొత్త ఇంటి యొక్క తాళం చెవులను మేస్త్రీకి ఇస్తాడు. అప్పుడు మేస్త్రీ షాక్ తో బిత్తరపోయి మనసులో 'ఈ ఇల్లు నా కొరకే అని ముందే తెలిసి ఉంటే చాలా బాగా నిర్మించుకొని ఉండేవాడిని కదా' అని వాపోతాడు.
- మనకి తెలిసో తెలియకో మన సామర్థ్యానికి తగ్గట్టుగా పనిచేయకుండా ఉంటూ మన జీవితాలను మనమే లోపభూయిష్టంగా నిర్మించుకుంటాము. ఇది మన జీవితం తీనిని మనమే ఆస్వాదించాలి అని ముందుగానే తెలిస్తే మరింత అందంగా జీవించేవారం అని మనలో మనం చాలా సార్లు అనుకుంటాము. కానీ మనం వెనక్కి వెళ్ళలేము. ఎందుకంటే గడచిపోయిన కాలం తిరిగిరానిది.
- నీ జీవితం అనే భవనానికి నీవే మేస్త్రీవి. ప్రతి రోజు, ప్రతి నిమిషం, ప్రతి క్షణం నీ జీవితాన్ని నిర్మించుకునేది నీవే.
- వివిధ సందర్భాలలో మీరు ఎదుర్కొనే వివిధ విషయాలపై మీ మీ వైఖరి మరియు మీరు ఎంచుకొనే అవకాశాలు మీ భవిష్యత్ జీవితం అనే భవన నిర్మాణానికి సహాయపడుతుంది. కాబట్టి జీవితాన్ని నిర్మించుకునేటప్పుడు తెలివిగా వ్యవహరించండి. ఎందుకంటే అలా నిర్మించుకునే అధికారం మీ చేతుల్లోనే ఉంది.

ఉద్యోగంలో/పనిచేసేటప్పుడు మీ సామర్థ్యానికి సంబంధించి మీలో గల కొన్ని అపోహలు/నిజాలు

- మీ అభిప్రాయాలు ఏమిటో మీరే నిష్పక్షపాతంగా అంచనావేసుకోండి.

**అపోహ:** పనిచేస్తే శిక్షించబడతారు

**అల్పస్థాయి అభిప్రాయం:** నేను బాగా పనిచేస్తే నాపై అధికారి నాకు ఎక్కువ పని అప్పగిస్తారు. అదనపు బాధ్యతలు అప్పగిస్తారు

**సరైన అభిప్రాయం:** నా పనితీరుని మెచ్చుకొని నా పై అధికారి నాకు అదనంగా బాధ్యతలు అప్పగించారు. ఒకవేళ వాటిని నెరవేర్చడంలో సమస్యలు ఉన్నట్లయితే నా పై అధికారితో చర్చించుకొని పరిష్కారాలు కనుక్కోగలను

<p><b>అపోహ:</b> పనిచేయనివారు / తక్కువ పనిచేసినవారు శిక్షించబడడం లేదు</p> <p><b>అల్పస్థాయి అభిప్రాయం:</b> వారిని మందలించడం లేదు వారిపై కోపగించుకోవడం లేదు</p> <p><b>సరైన అభిప్రాయం:</b> నా పై అధికారి వారిని నమ్మడం లేదు మరియు వారిని పట్టించుకోవడం లేదు. వారికి ముఖ్యమైన పనులేవీ చెప్పడం లేదు. అదే సమయంలో నన్ను నమ్మి, నాకు ముఖ్యమైన బాధ్యతలు అప్పగిస్తున్నారు.</p>
<p><b>అపోహ:</b> పనిచేయనివారికి / తక్కువ పనిచేసినవారికి చిన్న చిన్న పనులే అప్పగిస్తున్నారు</p> <p><b>అల్పస్థాయి అభిప్రాయం:</b> వారికి పని తక్కువ కానీ జీతం మాత్రం సరిగా తీసుకుంటున్నారు</p> <p><b>సరైన అభిప్రాయం:</b> నా పై అధికారి వారికి ముఖ్యమైన పనులేవీ చెప్పడం లేదు. అదే సమయంలో నన్ను నమ్మి, నాకు ముఖ్యమైన బాధ్యతలు అప్పగిస్తున్నారు</p>
<p><b>అపోహ:</b> నా సామర్థ్యానికి / పనితీరునానికి తగిన గుర్తింపు రావడం లేదు</p> <p><b>అల్పస్థాయి అభిప్రాయం:</b> నేనెందుకు కష్టపడి పనిచేయాలి? నా కష్టానికి నేను అదనంగా పొందిన ప్రతిఫలం ఏమీలేదు. కనీసం పదోన్నతి కూడా పొందడం లేదు</p> <p><b>సరైన అభిప్రాయం:</b> నా సేవలు పొందుతున్నవారందరూ ముఖ్యంగా పొరుగు నా పనితీరుతో సంతోషంగా ఉన్నారు. నా పై అధికారి నా పదోన్నతికి / ప్రశంసా పురస్కారానికి సిఫారసు చేస్తారు</p>
<p><b>అపోహ:</b> పనితీరు కనబరచడం కష్టంతో కూడుకొన్నది. ఫలితం ఎలా ఉంటుందో ఏమీ తప్పులు చేసి ఎక్కడ ఇరుక్కుపోతానో తెలియదు</p> <p><b>అల్పస్థాయి అభిప్రాయం:</b> అందుకే పనిచేయకుండా ఉంటే సరి. పని చేయనపుడు తప్పులు చేసే అవకాశం ఉండనే ఉండదు కదా</p> <p><b>సరైన అభిప్రాయం:</b> పనిచేయకపోతే ఎవరికీ ప్రయోజనం లేదు. కష్టమైనప్పటికీ పనిచేయడం అందుకు నా పై అధికారి మార్గదర్శకత్వం తీసుకోవడం. ఎప్పటికప్పుడు సమస్యలు వారి దృష్టికి తెచ్చి పరిష్కరించుకుంటూ అనుభవం గడించడం అవసరం. అనుభవాన్ని మించిన గురువు లేడు కదా.</p>
<p><b>అపోహ:</b> పని లేదు లిస్ట్ లేదు</p> <p><b>అల్పస్థాయి అభిప్రాయం:</b> అందుకే పనిచేయకుండా ఉంటే సరి. జీతం ఎలాగూ వస్తుంది</p> <p><b>సరైన అభిప్రాయం:</b> నేను పనిచేయకపోతే పై అధికారికి కోపం వస్తుంది. నన్ను కష్టమైన పనికి నియోగించవచ్చు లేదా పోస్టుకి బదిలీ చేయవచ్చు. బదిలీ వల్ల కుటుంబంలో కూడా సమస్యలు రావచ్చు.</p>

- మీ స్థానం ఎక్కడ?

అల్పస్థాయి అభిప్రాయం	సరైన అభిప్రాయం
ప్రేరణ తగ్గిపోవడం	స్వయంప్రేరణ
మీ సామర్థ్యానికి తగ్గట్టుగా పనిచేయలేకపోతున్నారు	మీ సామర్థ్యానికి తగ్గట్టుగా పనిచేస్తారు

- మిమ్మల్ని మీరే పోల్చుకోండి. ఇతరులతో పోల్చుకోకండి. ఎందుకంటే కనిపించేదంతా బంగారం కాదు. మిమ్మల్ని మీరు పోల్చుకొనే సమయంలో నిన్నటికీ నేటికీ, గతవారానికీ ఈ వారానికీ, గత నెలకీ, ఈ నెలకీ, గత సంవత్సరానికీ ఈ సంవత్సరానికి పోల్చుకొని చూడండి. మీరే ఆశ్చర్యపోతారు.
- నాయకునిలా ప్రవర్తించండి. పని విషయంలో మీరేవలనైతే ఆరాధిస్తారో, వారిలా ఉండాలని అనుకుంటారో, వారిని గమనించండి. వారితో మాట్లాడండి. వారిని అనుసరించడానికి మీదైనా శైలిలో ప్రయత్నించండి.
- కార్యాలయంలో ఉదయంపూట మనసు, మేధ శుద్ధిగా ఉన్నప్పుడు కష్టమైన పనులు పూర్తిచేయండి. ఫలితంగా వచ్చిన ప్రేరణ ఇచ్చిన ఉత్సాహంతో మిగతా పనులు తొందరగా కానిచ్చేస్తారు.
- మీరు సాధించిన విజయాలను నిరంతరం గుర్తుంచుకోండి. అవి మిమ్మల్ని మరిన్ని విజయాల వైపు తీసుకుపోతాయి. పరాజయాలను పదే పదే గుర్తుచేసుకోకూడదు. అవి మనలో నిస్సత్తువని, నిరాశను కలిగిస్తాయి.
- కష్టమైన పని ఇంకా పూర్తి కాలేనప్పుడు కూడా నిరాశ చెందవద్దు. పని అపివేయవద్దు. కొనసాగించాల్సిందే. మొదలు పెట్టినప్పటి ప్రేరణ మరియు ఉత్సాహాన్ని గుర్తుకు తెచ్చుకోండి. కొద్ది క్షణాల్లోనే అంతా సర్దుకుంటుంది.

## Personal Effectiveness (వ్యక్తిగత సమర్థత)

సమయం ( 75 నిమిషాలు)

ఏదైనా పని చేయాలంటే దానికి సంబంధించి మనకున్న నిపుణత తెలుసుకోవడం అవసరం. ఇందులో మనకి ఎంత తెలుసు, ఎంతవరకు ఆ పనిని పూర్తి చేయగల శక్తి ఉన్నదని తెలుసుకోవడం అవసరం. ఇందుకై మనల్ని మనం స్వయం మదింపు చేసుకోవాలి. దిగువ ప్రశ్నావళి ద్వారా ఈ స్వయం మదింపు సాధ్యమవుతుంది .

### స్వయం మదింపు ప్రశ్నావళి- self assessment questionnaire

మీకు ఇవ్వబడిన ప్రశ్నలకు మీ అత్యుత్తమ సామర్థ్యము మేరకు మరియు అర్థము చేసుకొన్న మేరకు జవాబులు ఇవ్వండి.

మార్కులు (అత్యధిక స్కోరు -5) \* (అత్యల్ప స్కోరు - 1)

1. నేను వ్యక్తిగత విలవలు మరియు సంస్థ విలువలు రెండూ, పనితమనములో ప్రతిబింబించాలని నమ్ముతున్నాను. ( )  
(5.అన్నివేళలు 4.మెజారిటీ 3.చాలాసార్లు 2.కొన్నిసార్లు 1.ఎప్పుడూకాదు)
2. రాష్ట్ర ప్రభుత్వ ఉద్యోగికి ఉండవలసిన అన్ని లక్షణాలు ఉండి నా దినచర్యలో ప్రతిబింబిస్తూ ఉంటాయి. ( )  
(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)
3. నేను మౌఖిక మరియు సంజ్ఞల భాషల యొక్క ప్రాముఖ్యతను నా రోజువారీ కార్యకలాపాలలో ఉండవలసిన ఉపయోగాన్ని గమనించాను. ( )  
(5.ఎల్లప్పుడూ 4.చాలా భాగము 3.కొంత వరకు 2.కొన్నిసార్లు 1.అసలు కాదు)
4. నేను నా మాటల చాతుర్యముతో ఇతరులను మెప్పిస్తుంటాను. ( )  
(5.ఎల్లప్పుడూ 4.చాలా వరకు 3.కొంత వరకు 2.కొన్నిసార్లు 1. ఎప్పుడూ కాదు)
5. కార్యాలయములో సమయానుకూలముగా సమయస్ఫూర్తి తో ప్రవర్తించగలను. ( )  
(5.ఎల్లప్పుడూ 4. చాలా వరకు 3. కొంత వరకు 2.కొన్నిసార్లు 1. ఎప్పుడూ కాదు)
6. కాలమే జీవితము జీవితమే కాలము అని తెలిసి తదనుగుణముగా సమయాన్ని వృధా చేయను. ( )

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)

7. నా సహవాన్ని ప్రజలు ఇష్టపడుతారు. ( )

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)

8. నేను అవలీలగా అందరితో కలసిపోయి జట్టులో పని చేయగలను. ( )

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)

9. సమస్య పరిష్కారములో భాగస్వామిని అవుతాను కానీ సమస్య చేయడంకన్నా సమస్య పరిష్కారము కొరకు ప్రయత్నిస్తాను. ( )

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)

10.నేను నిర్దేశించిన పరిధి దాటి అలోచించగలను. ( )

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)

11. నేను నా వ్యక్తిగత జీవితం మరియు వృత్తిని సామరస్యం చేస్తూ సమతుల్యముగా నిర్వహింపగలను. ( )

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)

12. జీవితంలో తార్కికత (logic)తో పాటు భావోద్వేగాలు కూడా ప్రధాన ప్రాత్ర వహిస్తాయని గుర్తిస్తాను. ( )

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు)

13. నేను నిర్దేశిత లక్ష్యం కలిగి, దానిని చేరుకోవాలనే విషయాన్ని నమ్ముతున్నాను.

(5.చాలా అత్యధికంగా 4.చాలా వరకు 3.చాలాసార్లు 2.కొన్నిసార్లు 1.అసలు కాదు.) ( )

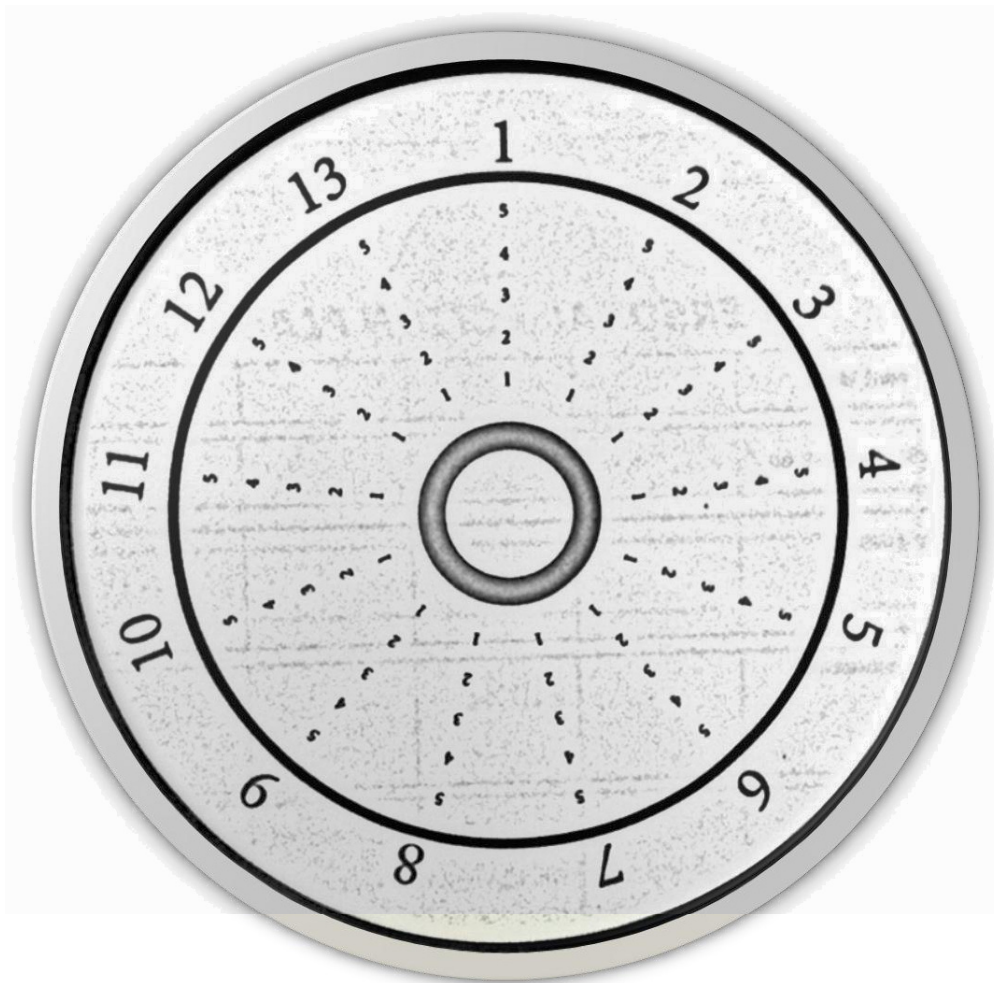
పైనున్న ప్రశ్నలకు జవాబులు ఈ క్రింద సూచించిన వృత్తములో సంఖ్యలను కలిపి చూడండి. నీ పని తనము యొక్క 'ప్రయాణ రథచక్రము' ఎలా ఉంటుందో గమనించండి. ఆత్మవిమర్శన చేసుకొని సరి చేసుకోవడం ఏలానో తెలుసుకొని మిమ్మల్ని మీరు సరిదిద్దుకొని మి వ్యక్తిగత సమర్థత పెంచుకోవాలి.

## ARE YOU READY TO ROLL?

Circle your total score for each question (that you got after totalling the total check – marks for each question).

## HOW TO YOU RATE?

In



the

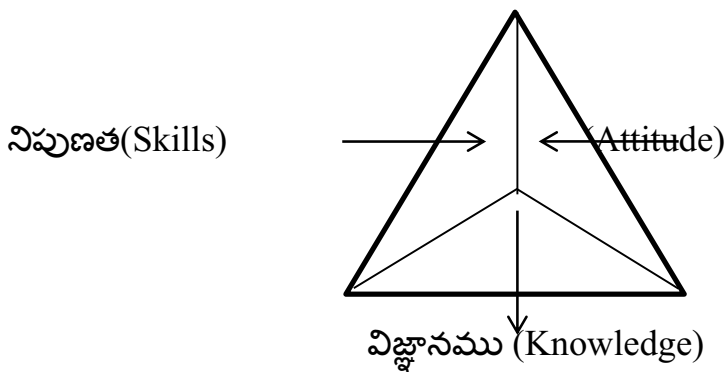
wheel spokes, rate yourself on your competencies. Join the numbers. If your ratings are low in certain areas, your 'tyre is flat' and you need to build on these to roll. Think on how you can fix the 'flat tyre'.

సమర్థ వంతమైన అధికారిగా, ప్రభావవంతంగా మరియు సేవా దృక్పథం గల అధికారిగా కావడానికి మనము ఒక ప్రణాళికను నిర్దేశించుకోవాలి. ఆ ప్రణాళికలో ఈదిగువ సూచించిన విషయాలను గమనించుకోవాలి.

1. ప్రస్తుతం ఉన్న నిపుణత
2. పనికి కావలసిన నిపుణత
3. నా లక్ష్యం
4. నా వనరులు మరియు
5. నా చర్యల క్రమము.

ప్రస్తుతం మనకు ఉన్న నిపుణతను తెలుసుకోవడం వల్ల చేయబోయే పనికి కావలసిన నిపుణత సరిపోతుందో లేదో తెలుసుకోవచ్చు. మనం నిర్దేశించుకున్న లక్ష్యాలు మనకున్న వనరులను, వాటితో మనము పెంపొందింప దలచుకున్న నిపుణత గురించి ప్రణాళిక వేసుకోవాలి .

**విజయ త్రికోణము** : నిపుణత, మన వైఖరి మరియు విజ్ఞానములను కలిపి విజయ త్రికోణము అంటాము.



**నిపుణత** : నిపుణతలో మనకు ఏ విషయమయినా ఎంత తెలుసు , ఎంత వరకు ఆ పని చేయగల శక్తి ఉన్నది, మనకున్న విజ్ఞానాన్ని, తెలిసిన విషయ పరిజ్ఞాన్ని ఆపని పూర్తి

చేయడానికి ఎలా వినియోగించుకోవాలి, దాని ద్వారా సమస్యలను ఎలా పరిష్కరించుకోవాలి అని చూడాలి అలాగే వాస్తవిక పని పద్ధతులను, అందుకు కావలసిన పనిముట్లను , పరికరాలను ఎలా వాడాలి తెలుసుకోవాలి .మనకున్న విజ్ఞానాన్ని మన వాస్తవిక స్థితిగతులకు అనుగుణంగా వాడుకోవడానికి నిపుణత దోహద పడుతుంది .

### వైఖరి / దృక్పథం / తీరు :

మన దృక్పథం/తీరు ఎమిటో తెలుసుకోవాలి. మన ప్రవర్తన ప్రదర్శింప దగు విధంగా ఉండాలి. నిర్దేశిత మరియు సానుకూల వ్యవహారశైలితో మనకున్న జ్ఞానాన్ని నిపుణతను వాడుకొనే శక్తిని మరియు ఇతరుల శక్తి సామర్థ్యంతో ప్రామాణిక మయిన మరియు సానుకూల విధానములతో కార్యాన్ని సాధించాలి .

### జ్ఞానము:

జ్ఞానము కలిగి ఉండాలి. ఏ పని చేయుటలోనయినా జ్ఞానము దే ముఖ్యమయిన పాత్ర. గత అనుభవాల తో తెలుసుకున్న విషయాలను ఆకలింపు చేసుకోవాలి. ఆ సమాచారాన్ని అర్థము చేసుకోవాలి. సిద్ధాంత పరంగా గాని లేదా వాస్తవికంగా గాని జ్ఞానము ప్రధానమయినది. పనికి సంబంధించిన పరిజ్ఞానమే కార్యసాధనకు పునాది.

ఇలా ఏదయినా కార్యములో విజయము సాధించాలంటే మన జ్ఞానం మరియు నిపుణత లేదా కుశలత పాత్ర 10% ఉంటే మన యొక్క తీరు పాత్ర 90% ఉంటుంది. ప్రణాళిక ప్రకారము మనము సాధించదలచిన వాటిని సరియైన క్రమములో వర్గీకరించుకొనాలి అనగా మన పనులను స్వయముగా సాధించగలిగినవి, సులభముగా పూర్తి చేయగలిగినవి, సాధించలేని కష్టతరమయినవి మరియు ఇతరుల సహాయముతో నే సాధించగలిగినవిగా వర్గీకరించుకోవాలి .



## వ్యక్తిగత మరియు సంస్థాగత విలువలు

వ్యక్తిగత మరియు సంస్థాగత విలువల గురించి తెలుసుకోవేముందు కొన్ని విషయాలను పరిశీలిద్దాము.

మీకు ఇష్టమైన హీరో యొక్క సినిమా విడుదలైనదనుకుందాము. మొదటి సినిమా మొదటి ఆట చూడాలని మీకు అనిపించింది . కాని అప్పటికే టికెట్స్ అమ్ముడవడము చేత టికెట్ కౌంటర్ మూసివేసారు. కాని ప్రక్కన బ్లాక్ లో టికెట్లు అధిక ధరకు దొరుకుతున్నాయి . బ్లాక్ లో కొనడము నిషిద్ధము.

అర్ధరాత్రి రోడ్ క్రాస్ దగ్గర ఒక వ్యక్తి రెడ్ సిగ్నల్ పడ్డప్పటికీ దాటుతూ వెళ్ళిపోయారు . వారిని చూసి మీరు కూడా సిగ్నల్ దాటి వెళతారా లేక ఆకుపచ్చ సిగ్నల్ వచ్చే వరకు ఆగుతారా .

మీరు ప్రయాణము చేస్తూ ఒక రోడ్ ప్రక్కన ఉన్న టీ కొట్టుకు టీ త్రాగడానికి వెళ్ళారు. ఒక పది సంవత్సరాల వయసు గల పిల్లవాడు ఆ హోటల్ లో పనిచేస్తున్నాడు .అప్పుడు మీరు హోటల్ యజమాని దగ్గరికి వెళ్లి ఇలా పిల్లలతో పని చేయించకూడదు. అది చట్ట రీత్యా నేరము. ఆ పిల్లవాడిని స్కూలుకు పంపమని చెబుతారా ? నా కెందుకులే అని వెళ్ళిపోతారా ?

మీరు ఒక లోకల్ బస్సులో కూర్చోని ప్రయాణిస్తున్నారు . అక్కడే ఒక ముదుసలి వ్యక్తి కర్ర సహాయముతో నిలబడి ప్రయాణిస్తున్నారు. అలాంటి సమయములో మీరు ఏమి చేస్తారు. లేచి నిలబడి మీ సీటును ఆ వ్యక్తికి ఇచ్చి కూర్చోమని చెబుతారా? లేక నా కెందుకు లెమ్మని ఊర్కొంటారా?

కొంత మంది యువకులు బస్సు స్టాప్ దగ్గర బస్సు కొరకు వేచి చూస్తున్న అమ్మాయిని ఆటపట్టిసున్నారనుకుందాము. అక్కడ ఉన్న మీరు ఆ యువకులను అలా చేయకూడదని వారిస్తారా? నాకు ఎందుకు లెమ్మని ఊరుకుంటారా?

తినిపారేసిన అరటి తొక్క రోడ్ పైన పడి ఉన్నది. మీరు అలా ప్రక్కన వెళుతూ చూస్తారు. అప్పుడు ఆ అరటి తొక్కను తీసి ప్రక్కన ఉన్న చెత్త బుట్టలో వేస్తారా లేక నాకు ఎందుకు లెమ్మని అలా వదలి వేస్తారా?

మీరు ఒక మిత్రునికి ఫలానా స్థలము లో కలువమని ఒక సమయము ఇచ్చారు. కాని ఆ సమయానికి రావడము మీకు కుదరని పక్షములో మీరు వారికి ఆలస్యము అయ్యే విషయము తెలియ జేస్తారా లేక వదలి వేస్తారా ?

పై ప్రశ్నలన్నింటికి ఆయా వ్యక్తులు పాటించే విలువలను బట్టి సమాధానము ఉంటుంది.

ఈ మోడ్యులే ను మూడు యూనిట్ లుగా విభజించవచ్చు.

1. వ్యక్తి గత విలువలు ( personal values )
2. సంస్థాగత విలువలు (organisational Values)
3. సంస్థాగత విలువలు మరియు వ్యక్తి గత విలువల మధ్య సమన్వయము (Being aligned between organisational and personal )

**విలువలు :** ఒక వ్యక్తి ఇలా చేస్తే మంచిది, ఇలా చేస్తే చెడు అనే వ్యక్తికరణలను విలువలు అంటాము . వాటిని వ్యక్తిగత విలువలుగా మరియు సంస్థాగత విలువలుగా వర్గీకరించవచ్చు.

మన జీవితాన్ని ఒక అర్థవంతమైనదిగా తీర్చిదిద్దే నమ్మకములు లేదా అభిప్రాయాలను విలువలు అని మహాత్మా గాంధీ గారు అన్నారు. ఒక వ్యక్తి తానూ నిర్ణయము తీసుకోనుటకి మార్గము తెలిపే మార్గ నిర్దేశకాలే విలువలు . ఒక వ్యక్తి తను పాటించే విలువల వల్ల తెలుసుకోబడడమో లేదా గుర్తించబడడమో జరుగుతుంది . ఈ విలువలనునవి శారీరకమైన, ఆధ్యాత్మికమైన, మానసికమైన ,వృత్తిపరమైన , ఆర్థికపరమైన , కుటుంబపరమైన మరియు సామాజిక పరమైనవి కావచ్చును .

ఈ విలువలనునవి ఒక వ్యక్తి తను సరియైన మార్గాని ఎంచుకోవడానికి దోహదపడే మార్గ నిర్దేశకాలుగా సహాయపడతాయి. మన పరిసరాల నుంచి ఈ విలువలు గత కాలాల నుంచి అభివృద్ధి పరచబడుతూ ఉంటాయి.

మన చుట్టూ ఉండే ఇతరులు ముఖ్యంగా పెద్దలు , మిత్రులు లేదా మార్గదర్శకులు మరియు సమాజము చేస్తున్న వాటిని చూస్తూ నేర్చుకుంటాము.

ఇవి మన చుట్టూ ఉండే సమాజమునకు ఆమోదయోగ్యమైనవిగా అంగీకరించబడి కాల మాన పరిస్థితులను బట్టి అభివృద్ధి చెందబడి ఉంటాయి.

అంగీకార యోగ్యమైన వ్యక్తిగత విలువలు ఈ విధంగా ఉన్నాయి.

Cleanliness- పరిశుభ్రత, Commitment- నిబద్ధత , Equality- సమానత్వము  
Fairness- నిష్పక్షపాతము , Generosity- ఉదారత , Honesty- నిజాయితీ, Loyalty-  
విశ్వసనీయత , Humility- అణుకువ, Kindness- దయాగుణము , Punctuality-  
సమయపాలన , Respectfulness- గౌరవనీయత , Tolerance- సహనము .

**పరిశుభ్రత:** శుభ్రతను పాటించే చర్య లేదా మురికిని దూరంగా పెట్టడము అని చెప్పవచ్చు.

**నిబద్ధత:** ఇచ్చిన మాటకు కట్టుబడి ఉండుట.

**సమానత్వము:** సమాజములో అన్ని వర్గాల ప్రజలను సమమైన స్థానము లేదా సమాదరణతో చూడడమనే హక్కు కలిగి ఉండుట .

**నిష్పాక్షికత :** అందరి పట్ల సమముగా వర్తించడము.

**ఉదారత :** ధనాన్నిగాని, సమయాన్ని గాని ఇవ్వగలిగిన ఒకరి గుణము అని చెప్పవచ్చు.

**నిజాయితీ :** నైతికత కలిగి ఉండుట , చిత్తశుద్ధి , నీతి వంతమైన , ఋజువర్తన కలిగి ఉండడము .

**విశ్వసనీయత :** ఒక వ్యక్తి పట్ల లేదా ఒక విషయము పట్ల సంపూర్ణ మరియు స్థిరమైన మద్దతును కనపరుచుట అనవచ్చును .

**నమ్రత :** ఇతరుల వద్ద అణుకువ కలిగి ఉండుట .

**దయాగుణము :** సహృదయత , విచక్షణ, మాననీయత , సానుభూతి గుణములు కలిగి ఉండుట .

**సమయపాలన :** నిర్దేశిత సమయానికి కట్టుబడి ఉండే గుణము లేదా అలవాటు .

**గౌరవనీయత :** ఇతరుల అభిప్రాయాలపట్ల ఆదరణ లేదా మర్యాద కలిగి ఉండుట.

**సహనము :** ఇతరుల నమ్మకాలను లేదా ఆచరణలను గుర్తించుటకు సమ్మతించుట .

ఈ పరిశుభ్రత, నిబద్ధత, సమానత్వము, ఉదారత్వము, నిజాయితీ, విశ్వషణీయత, అణుకువ, దయాగుణము, సమయపాలన, గౌరవ భావము మరియు సహనము కలిగి ఉండడమనేవి కొన్ని సాధారణ వ్యక్తిగత విలువల క్రిందికి వస్తాయి.

విలువలు తప్పొప్పులను వర్గీకరిస్తాయి. నిర్ణయాలకు, ఆచరణకు దిశానిర్దేశం చేస్తాయి. ఆలోచనలకు ఆచరణ నిస్తాయి. చర్యలకు ప్రేరణనిచ్చి ప్రాథమ్యాలను నిర్ణయిస్తాయి.

**సంస్థాగత విలువలు: (organisational values) :**

ప్రభుత్వ ఉద్యోగములో ఇమిడి ఉండే సంస్థాగత విలువల గురించి తెలుసుకుందాము.

వ్యక్తిగత విలువలు మన ప్రవర్తనను నిర్దేశిస్తాయి మరియు మన చర్యలను నడిపిస్తాయి. వ్యక్తిగత విలువలు మన వ్యక్తిగత విషయాల నిర్ణయానికి పనికి వస్తాయి. ప్రభుత్వ ఉద్యోగిగా పనిచేసేటప్పుడు వ్యక్తిగత విలువలోక్కటే ఉంటే సరిపోదు, సంస్థాగత విలువలు కూడా ఉండాలి. సంస్థాగత విలువలనునవి ప్రాథమికంగా కాలాణుగతముగా రూపొందించబడి మరియు రికార్డు చేయబడిగాని, ప్రభుత్వ శాఖల ప్రచురణల ద్వారా కాని. భారత రాజ్యాంగము ద్వారా కాని, పై అన్నింటి ద్వారా కాని తీసుకురాబడ్డాయి..

ప్రభుత్వ ఉద్యోగులకు భారత రాజ్యాంగము ద్వారా సంస్థాగత విలువలు వచ్చాయి. ఇవి రాజ్యాంగ పీఠిక ద్వారా ఈ దిగువ సంస్థాగత విలువలు రూపొందించబడ్డాయి.

SOVEREIGNTY- సర్వసత్తాక స్వతంత్ర గణతంత్ర -ప్రజల్ అంతిమ నిర్ణేతలు .

SOCIALISM- సామాజిక వ్యవస్థ - సామాజిక ఆర్థిక సమానత్వము

SECULARISM-సర్వమత సమానత్వము -అధికారికంగా ప్రత్యేక మతమంటూ ప్రకటించ బడలేదు. ప్రజలు తమకు నచ్చిన ఏ మత విశ్వాసాలనైనా పాటించ వచ్చును .

DEMOCRACY-ప్రజాస్వామ్యము-అందరు వయోజన ప్రజలు తమకు నచ్చిన ప్రతినిధులను ఎన్నుకొనుటకు సమాన హక్కులు కలిగి ఉంటారు.

REPUBLIC-గణతంత్రత- రాజ్యాంగాధినేత ను ప్రజా ప్రతినిధులైన పార్లమెంటు సభ్యులు, శాసన సభ్యులు ఎన్నుకొంటారు.

JUSTICE- న్యాయము -కుల, మత , లింగ భేదాలు లేకుండా అందరికి సమ న్యాయము అందించే భాద్యత. సామాజిక అసమానతలను రూపుమాపుట మరియు పేదల సంక్షేమము కలిగించుట .

LIBERTY-స్వేచ్ఛ- హద్దులకు లోబడిన వాక్ స్వాతంత్ర్యము మరియు అభిప్రాయాలను వ్యక్తపరిచే స్వేచ్ఛ.

EQUALITY-సమానత్వము -చట్టము ముందు అందరు సమానము మరియు రక్షణకల్పించుట.

FRATERNITY-సౌభ్రాతృత్వం-భారతీయులందరితో సోదర సోదరీమణుల భావనతో వ్యవహరించుట .

**వ్యక్తిగత మరియు సంస్థాగత విలువల మధ్యన సమతూకము :** తమ ఉద్యోగ విధులు సులువుగా మరియు తృప్తికరంగా సాగుటకు మరియు ఒత్తిడిని తగ్గించుటకు వ్యక్తిగత మరియు సంస్థాగత విలువల మధ్యన సమ తూకము లేక సామరస్యత పాటించాల్సి ఉంటుంది. ఎక్కడయినా సమస్య పరిష్కారము ఒక ఉద్యోగి చేత కాకపోయినచో తన పై అధికారి దృష్టికి తీసుకు వెళ్లి సలహా తీసు కొని తగు పరిష్కారము చేయాలి.

ఉద్యోగ నిర్వహణలో బంధుత్వము, వ్యక్తిగత అభిమానాలు ఉండకూడదు. ఎప్పుడు కూడా వ్యక్తిగత విలువల కంటే కూడా సంస్థాగత విలువలకు ప్రాధాన్యత ఇవ్వాలి .భారత రాజ్యాంగమునకు గౌరవము ఇస్తూ రాజ్యాంగము ప్రకారముగా నడచుకోవాలి. సంస్థాగత విలువలను విస్మరిస్తే శిక్షలకు గురి అవుతారు . ప్రతి వారు తను పనిచేసే సంస్థతో సత్సంబంధాలు కలిగి ఉండాలి . సంస్థాగత విలువల పట్ల ఎక్కువ ప్రాధాన్యత చూపాలి.

నైతిక విలువలు వ్యక్తిగతంగాను, సంస్థాగతంగాను, సామాజికంగాను, వృత్తిపరంగానూ వుంటాయి. ఈ విలువలు అవసరాన్నిబట్టి, కాలానుగుణంగా మారుతూ ఉంటాయి. అయితే అన్ని కాలాలకు పనికివచ్చే విశ్వజనీనమయిన విలువలు కొన్నియుంటాయి. ఆ విలువలను మన ప్రవర్తనలో రోజువారీగా అలవర్చుకోవాలి. సామరస్యంతో, సేవాదృక్పథంతో కూడిన విలువలు వ్యక్తికి, మరియు సంస్థకు అదనపు శోభనిస్తాయి.

## విలువల ప్రభావము:

తాను నమ్మిన విలువలను ఆచరణలో చూపించే వ్యక్తులు ఎటువంటి ప్రయత్నము, ఒత్తిడి, ప్రలోభాలు లేకుండానే ఇతరులు తమను అనుసరించేలా చేసుకోగలరు.

నమ్మిన విలువలకు ధృఢంగా కట్టుబడిఉండడమంటే స్పష్టంగా కనిపించే మార్పు చేయగలిగిన సామర్థ్యం వున్నట్టే. ఇటువంటి వ్యక్తులు స్ఫూర్తిదాయకంగా నిలుస్తారు. ఎవరు చేప్పకుండానే, తమకు తెలియకుండానే ఇతరులు ప్రభావితమై వారితోపాటు నడుస్తారు.

విలువల ఆధారంగా వ్యక్తి సాధించే విజయాలు లేదా చేసే ప్రయాణాలు కూడా అనేక మందికి ప్రత్యక్షంగాను, పరోక్షంగాను స్ఫూర్తినిస్తాయి.

ఈ స్ఫూర్తి వారి మేధస్సును ఆక్రమించి చైతన్యాని కలిగిస్తుంది. ఆచరణకు పురికోల్పుతుంది. అంటే చైతన్యవంతమయిన ఆచరణతో ఫలితాలను సాధిస్తుంది. ఒక వ్యక్తి చేసిన పనిలో పొందిన స్ఫూర్తి అనేక రకాల ఫలితాలను సాధించడానికి కారణం కావచ్చు. ఈ స్ఫూర్తి ప్రభావం ఎంత బలంగా ఉంటే అంత ఎక్కువగా మంచి ఫలితాలు లభిస్తాయి.

సాధారణంగా స్ఫూర్తి పొందినవారు స్ఫూర్తి నిచ్చే వ్యక్తుల ప్రవర్తన, అభివ్యక్తికరణలను అనుకరిస్తారు. నిర్ణయాలు తీసుకుంటారు. తమ ప్రవర్తనలో అవాంఛనీయమైన, అసంబద్ధమైన అంశాలను తొలగించుకోని ముందుకు సాగుతారు.

తమకు లభించిన స్ఫూర్తి నుంచి సానుకూలమైన నిబద్ధతతో నిర్ణయాలు తీసుకుంటారు. వాటిని అమలు జరపడానికి అవసరమైన అవగాహన, నైపుణ్యం పెంపొందించుకోని సమర్థవంతంగా ఫలితాలు సాధిస్తారు.

జీవితంలో కీలక నిర్ణయాలు చేసేటప్పుడు, క్లిష్టమయిన పరిస్థితులను ఎదుర్కొంటున్నప్పుడు మన నైతిక విలువలు యిచ్చే ధైర్యం మనను ప్రభావితం చేసిన వ్యక్తులు, మనకు ఆలంబనగా నిలుస్తారు.

నైతిక విలువలతో కూడిన ప్రవర్తన వ్యక్తికి ఆత్మవిశ్వాసాన్నిస్తుంది. ప్రతికూల పరిస్థితులలో కూడా తట్టుకోగలిగే శక్తినిస్తుంది. ఖచ్చితమైన విలువలు కలిగిన వ్యక్తులు, సంస్థలు ఒక సమగ్రతను, సామరస్యాన్ని ఏర్పరుస్తారు.

విలువలు మంచి నిర్ణయాలు తీసుకోవడానికి దోహదపడుతాయి . విలువలపై ఆధారపడి వ్యక్తులు చేసే నిర్ణయాలు అందరికీ ఉపయోగకరంగా వుంటాయి.

జీవితంలో కీలక నిర్ణయాలు చేసేటప్పుడు, క్లిష్టమయిన పరిస్థితులను ఎదుర్కొంటున్నప్పుడు మన నైతిక విలువలు యిచ్చే ధైర్యం మనను ప్రభావితం చేసిన వ్యక్తులు, మనకు ఆలంబనగా నిలుస్తారు.

## Qualities of an Excellent Government Employee

( ఉత్తమ ప్రభుత్వ ఉద్యోగి లక్షణాలు )

మంచి వ్యక్తిగత విలువలు కలిగి వుండడంతో పాటు ఉత్తమ ప్రభుత్వ ఉద్యోగికి అదనంగా మరికొన్ని లక్షణాలు వుండాలి.

అతనికి క్లుప్తంగా, సమగ్రంగా, ఒక విషయాన్ని వివరించి చెప్పగలిగిన సామర్థ్యము వుండాలి. ప్రజలకు ప్రభుత్వ ఉద్యోగి యిచ్చే వివరణలన్ని జవాబుదారీతనంతో కూడుకొని వుండాలి.

సమగ్రముగా వివరించాలి కాబట్టి అతి దీర్ఘంగా, అవసరం లేని విషయాలు కూడా కలిపి చేప్పడం గాని, లేదా క్లుప్తంగా చెప్పాలి కాబట్టి అవసరమైన విషయాలను తొలగించడము గాని చేయరాదు.

అవసరమయిన అంశాలు, సంక్షిప్తంగా ఎదుటి వారికి అర్థమయ్యేలా సూటిగా చెప్పాలి. అలాగే ఏ పనికైనా పైనుంచి ఆదేశాలు రావాలనో, ప్రజల నుండి డిమాండు రావాలనో ఎదురు చూడకుండా చొరవ తీసుకోని పని చేయాలి. ఈ చొరవ తీసుకోవడానికి స్వయంగానే ప్రేరణ పొందాలి.

కార్యాలయంలో విలువతో పని చేసే వ్యక్తులను స్ఫూర్తి గా స్వీకరించాలి. నిరంతరం మారుతున్న పరిస్థితులకు అనుగుణంగా పరిపాలన మారుతుంది. పరిపాలనలో జరిగే మార్పులకు అనుగుణమైన అంశాలు నేర్చుకొని సమర్థవంతంగా, నిర్దిష్టంగా పనిచేయాలి.

నిజాయితీతోనూ, ధర్మబద్ధమైన నియమాలతోనూ నిర్ణయాలు తీసుకోని తాను స్ఫూర్తి గా నిలబడడానికి ప్రయత్నించాలి. వ్యక్తిగత జీవితంలోను, కార్యాలయంలోను, వృత్తి లోను క్రమశిక్షణతో పని చేయడం అలవరచుకోవాలి.

అన్నిటికంటే ముఖ్యంగా పరిపాలనా యంత్రాంగం కొందరు వ్యక్తులకు మాత్రమే పరిమితం అయినది కాదు కాబట్టి, తాను పనిచేస్తున్న శాఖలోని సహోద్యోగులతోను, తన జట్టులోని వ్యక్తులతోనూ సమన్వయంతో పని చేయడం అవసరం. ఈ సమన్వయమును



ఇతరులపట్ల సానుకూల దృక్పథంతో వారి బలాలు, బలహీనతల పట్ల అంచనాతో వ్యవహరించగలగాలి.

ఎదుటి వారిని విమర్శించడమో, పొగడటమో చేయకూడదు. వారిలోని మంచి అంశాలను జట్టు సమర్థవంతంగా పనిచేయడానికి వినియోగించుకోవాలి.

జట్టులో నైపుణ్యాలు, అవగాహన పెంచడానికి అందరికీ సహకరించాలి. సహకారం పొందాలి. అనవసర విషయాలపై చర్చలు, వాదనలు చేస్తూ సమయం వృధా చేయకూడదు.

చూసిన సంఘటనలు స్ఫూర్తిదాయకమైతే వేరొకరితో పంచుకోవాలి. లేకుంటే మిన్నకుండాలి. అనవసరమైన పుకారులు, అపవాదులు వ్యాపింపచేయడం కార్యాలయంలోను, శాఖలోను అనవసర వైషమ్యాలకు కారణమవుతుంది.

కార్యాలయ వ్యక్తుల వ్యక్తిగత జీవితాలలోకి తొంగి చూడకూడదు. వృత్తిలోగాని, వ్యక్తిగా గాని చట్టాలను ఉల్లంఘించే నేరపూరిత ప్రవర్తనకు దూరంగా ఉండాలి. సహోద్యోగులపట్ల అమర్యాదగా, అగౌరవంగా, అసభ్యంగా ప్రవర్తించకూడదు.

ప్రజలతో అధిపత్యం, అహంకారంతో వ్యవహరించకూడదు.

## SWACCH BHARATH ABIYAN (స్వచ్ఛ భారత్ అభియాన్)

సమయం(75 నిమిషాలు)

మనం నివసించే పరిసరాలు, పనిచేసే పరిసరాలు పరిశుభ్రంగా ఉన్నప్పుడే ఆరోగ్య కరంగా ఉంటాము.

సరియైన శుభ్రత, పారిశుధ్యము అత్యంత ఆవశ్యకము.

ఇలాంటి వాతావరణము రోగాలు రాకుండా నిరోధిస్తుంది. గ్రామాలలో అనేకమంది అతిసారము, మరియు పోషకాహార లేమి బారిన పడుతున్నారు. కొన్ని ప్రభుత్వేతర సంస్థలు పిల్లల ఆరోగ్యాన్ని పరిరక్షించడములో కొంత సాధించినప్పటికీ అది ఏ మూలకు సరిపోదు.

భారత ప్రభుత్వం వారు 2 అక్టోబర్ 2014 న గాంధీమహాత్ముని 145వ జన్మదిన సందర్భంగా 'స్వచ్ఛ భారత్ అభియాన్' కార్యక్రమాన్ని ప్రారంభించారు.

ఈ కార్యక్రమములో 4014 పట్టణాలలో అన్ని రోడ్లను, వీధులను మరియు ఇతర పబ్లిక్ స్థలాలను పరిశుభ్రం చేశారు.

భారత రాష్ట్రపతి ప్రతి పౌరుడు కనీసం ఒక సంవత్సరములో 100గంటలు పరిశుభ్రతకు కేటాయించుటకు పిలుపు ఇచ్చారు.

భారత జవానులు, నావికాదళం, సరిహద్దు భద్రతా దళాలు, అనేక ప్రభుత్వ అధికారులు ఇతర సంస్థలు ఈ కార్యక్రమములో పాల్గొన్నారు, 30 లక్షల మంది విద్యార్థులు ఈ కార్యక్రమములలో పాల్గొన్నారు.

### ముఖ్య ఉద్దేశాలు:

1. వర్గము, సమాహము మరియు వ్యక్తిగత మరుగుదొడ్ల నిర్మాణము.
2. మారుమూల పల్లెల్లో సైతము ఆరు బయలును మరుగుదొడ్డిగా మార్చుకుండా ఉండటం.
3. మరుగుదొడ్లను వాడటానికి ఉపయుక్తముగా యుంచడానికి ప్రజలను చైతన్య వంతం చేయడము.
4. సూక్ష్మస్థాయిలో శుభ్రత పాటించుటకు సిబ్బందిని నియమించుకోవటం.
5. ప్రజలు రోగాల బారిన పడకుండా ద్రవ వ్యర్థాలు మరియు ఘన వ్యర్థాల విడివిడిగా నిర్వహణ.

6. గ్రామీణ ప్రాంతాలలో రక్షిత మంచి నీరు సరఫరా చేయుట.
7. పాఠశాలలలో అమ్మాయిలకు, అబ్బాయిలకు వేరు వేరు మరుగుదొడ్లు నిర్మాణము
8. అన్ని అంగన్ వాడి కేంద్రాలలో మరుగు దొడ్లు ఏర్పాటు చేయుట.

### SWACCH BHARATH PLEDGE

Mahatma Gandhi dreamt of an India which was not only free but also clean and developed. Mahatma Gandhi secured freedom for Mother India.

Now it is our duty to serve mother India by keeping the country neat and clean.

I take this pledge that I will remain committed towards cleanliness and devote time for this.

I will devote 100 hours per year that is two hours per week to voluntarily work for cleanliness.

I will dictate the quest for cleanliness with myself, my family, my locality, my village and my work place.

## :: స్వచ్ఛ భారత్ ప్రతిజ్ఞ ::

మహాత్మా గాంధీ కలలు కన్నది కేవలం స్వతంత్ర భారత దేశాన్ని గురించి మాత్రమే కాదు. పరిశుభ్రమైన అభివృద్ధి చెందిన భారత దేశాన్ని కూడా.

భారత మాతను స్వాతంత్ర్యాన్ని సముపార్జించి నారు మహాత్మా గాంధీ.

మన దేశాన్ని స్పష్టంగా, పరిశుభ్రంగా ఉంచడం ద్వారా భారతమాత కు సేవ చేయడం మన విధి.

నేను అంకిత భావముతో కొంత సమయాన్ని భారత దేశపు పరిశుభ్రతకు కేటాయిస్తానని మరియు నేను సంవత్సరానికి 100 గంటలు అంటే వారానికి రెండు గంటలు పరిశుభ్రతకు కేటాయిస్తాను అని ప్రతిజ్ఞ చేస్తున్నాను.

నేను ఎక్కడ పడితే అక్కడ చెత్తను పడవేయను. ఇతరులను పడవేయనీయను

నేను నా వ్యక్తిగత కుటుంబ, నివాసిత ప్రాంత, గ్రామ మరియు పనిచేసే ప్రదేశ స్థాయిలో పరిశుభ్రతకు పటుపడతాను.

పరిశుభ్రమైన దేశాలు చాలా ఉన్నాయంటే వారి పౌరులు ఎక్కడంటే అక్కడ చెత్త వేయరు, వేయనీయరు.

ఈ ప్రధాన విశ్వాసముతో 'స్వచ్ఛ భారత్ మిషన్' సందేశాన్ని గ్రామాలలో, పట్టణాలలో ప్రచారము చేస్తాను.

నేను ఈ రోజు వందమంది ఇతర వ్యక్తులను కూడా ఈ స్వచ్ఛతా ప్రమాణము తీసుకొనేలా ప్రోత్సహిస్తున్నాను. వారు కూడా సంవత్సరానికి 100 గంటలు పారిశుధ్యానికి కేటాయించేటట్లు నేను ప్రయత్నము చేస్తాను. పారిశుధ్య సాధన దిశలో నేను వేసే ప్రతి అడుగు నా దేశాన్ని పరిశుభ్రముగా ఉంచుతుందని నేను నమ్ముతాను.

## VERBAL AND NON VERBAL COMMUNICATIONS

### మాటలతో - సైగలతో అభివ్యక్తీకరణ

సమయం (75 నిమిషాలు)

అభివ్యక్తీకరణలో అత్యంత ముఖ్యమైనది వినడం. మూగవారు మాట్లాడలేకపోవడానికి కారణం వారి స్వరపేటిక లోపం కాదు. వారు వినలేక పోవడం వల్ల మాట్లాడలేరు. కాబట్టి చెవిటివారు, మూగవారవుతారు. దీనిని బట్టి మనం మాట్లాడగలగడానికి, వినడం అనేది ఎంత ముఖ్యమో అర్థమవుతుంది.

మనిషి స్వరపేటిక అభివృద్ధి చెంది భావాలు, వివిధ శృతులలో పదాలుగా మారడానికి ముందు, మనుషులను గుంపులుగా కట్టి వుంచినవి సైగలే.

కాబట్టి వినడం అంటే అర్థవంతమైన పదాలు, ఆ పదాలలోని అర్థాన్ని యథాతథంగా వినడం మాత్రమేకాదు, ఒక పదం ఉచ్చారణను బట్టి, భిన్న భావాలను పలికిస్తుంది. ఒక పదం, ఆపదం పలుకుతున్నప్పుడు వ్యక్తమయ్యే చేష్టలు, శరీర భంగిమల ద్వారా రకరకాల అర్థాలను యివ్వగలదు.

కావున వినడం అంటే పదాల అర్థాన్ని, ఆ పదం పలికిన ఉచ్చారణ అర్థాన్ని, ఆ పదం శరీర భంగిమల ద్వారా వ్యక్త పరచిన అర్థాన్ని వినగలగడం.

మంచి మాటల చమత్కారికి వుండే స్నేహితుల కంటే మంచి శ్రోతకు ఎక్కువ మంది స్నేహితులు ఉంటారు. కాబట్టి జాగ్రత్తగా, సునిశితంగా, ఎదుటివారు చెప్పేదానికి సంబంధించిన అంశాన్ని సరైనరీతిలో అర్థం చేసుకొనేలా వినడం చాలా అవసరం.

ఎక్కువ సందర్భాలలో ఎవరైనా ఏదైనా చెబుతున్నప్పుడు మనకు ఆసక్తి కలిగించేవి, అవసరం అయినవి మాత్రమే వింటాం. దానివల్ల విషయాన్ని సమగ్రంగా అర్థం చేసుకోకుండా నష్ట పోతాం.

అలాగే చెప్పిన వాటిలో మనకు ఇష్టమయిన, అనుకూలమయిన అర్థాలను తీసుకుంటాము. దాని వలన తప్పు నిర్ధారణలకు వచ్చే అవకాశం వుంటుంది. కాబట్టి మానవ సమాజంలో మెలగడానికి జాగ్రత్తగా వినడం, సరిగా అర్థంము చేసుకోవడం మరియు సునిశితంగా పరీశీలించడం అభివ్యక్తీకరణకు పునాది.

దేన్నయితే వ్యక్తులు వినలేరో దాన్ని తిరిగి చెప్పలేరు. అన్యమనస్కంగా, అర్థ మనస్కంగా వినేది తిరిగి చెప్పాలివచ్చినపుడు వాటి సారాంశాన్ని కోల్పోతాయి.

ఎవరైనా మాట్లాడుతున్నప్పుడు వారు మర్యాదకో, లేక తప్పనిసరి అయ్యో తమ మనసులో లేనివి మాట్లాడుతున్నప్పుడు, ఆమాట్లాడుతున్న వాటికి పూర్తి వ్యతిరేకార్థాన్ని ఇచ్చేవిధంగా మనిషి కదలికలు, భంగిమలు వుంటాయి.

కళ్ళు, ముఖము, చేతులు, అభిప్రాయాన్ని వినడంలోను, ప్రకటించడంలోను ప్రధాన భూమిక పోషిస్తాయి. సాధారణంగా వాటంతట అవి వచ్చి మన చెవిలో పడేవాటిని, యాధాలాపంగా మనం వినేవాటిని, అప్రయత్నంగా, అనుకోకుండా వినవచ్చే ధ్వనులను మనం 'ఆలకించడం' అంటాం. అవి మన మెదడుకు అంతగా చేరవు.

అలా కాకుండా ఏదైనా విషయం వినడం అనేది ఒక ప్రయత్నపూర్వకమైన పని. మనసుపేట్టి, కావాలనుకొని, శ్రద్ధగా వినడం వలన మన మనసులోకి విషయాన్ని సమగ్రంగా చేర్చవచ్చు.

ధ్యాసతో వినడం, సముచిత, ప్రశ్నలు అడగడం, మాట్లాడేదానికి ప్రతిస్పందించడం, వ్రాసుకోవడం, వ్యాఖ్యానించడం, భాగస్వాములు కావడం వంటివి ఉత్తమశ్రోత లక్షణాలు.

మన జ్ఞానేంద్రియాల ద్వారా లభించే చూడటం, వినడం వాసన, రుచి, స్పర్శ వీటి ద్వారా మనం భౌతిక ప్రపంచాన్ని వస్తుగతంగా అర్థం చేసుకుంటాం. దీనినే అనుభూతి అంటాం. దీని ద్వారా అనుభవము పెరుగుతుంది.

మన అనుభవం ఏ మేరకు వుంటుందో, మనకీ అభివ్యక్తీకరణ కూడా అదే మేరకు వుంటుంది. అంటే మనం ఏ మేరకు భాషను నేర్చుకుంటే ఆ మేరకు భాషను

వాడగలం. మనం ఎన్ని దృశ్యాలు చూడగలిగితే అన్ని దృశ్యాలే మనకున్న భాషా పరిమితులు వర్ణించగలవు.

మనం ఎంత వినగలిగితే అంత మాత్రమే తిరిగి చెప్పగలం. అంటే పరిసరాలు, చుట్టు ప్రక్కల వ్యక్తుల నుంచి మనం యిచ్చిపుచ్చుకొనేదంతా అభివ్యక్తికరణే .

వ్యక్తిగత జీవితాలలోను, వృత్తిలోను, మనం ఎంత నేర్చుకుంటే అంత చెప్పగలము. ఎంత చెప్పగలిగితే అంత సమన్వయం, సంబంధాలు ఏర్పడతాయి. ఆధునిక కాలంలో అభివ్యక్తికరణ నైపుణ్యాలు చాలా కీలకంగా మారాయి.

లక్ష్యాలు, మార్పుల పట్ల అవసరమైన అవగాహన, అవగాహన నుండి కార్యాచరణ, ఆ కార్యాచరణకు ఇతరులను ఒప్పించి పని పట్ల ప్రోత్సహించడానికి అభివ్యక్తికరణ కీలకం.

సాధారణంగా మనం మాట్లాడటం, శరీర కదలికలు, రాయడం, దృశ్యాలను చిత్రికరించడం ద్వారా మనం అభిప్రాయాలను వ్యక్తికరించవచ్చు.

సంస్థాగతమైన సంబంధాలలో లాంఛనప్రాయము మర్యాద పూర్వకమైన అభివ్యక్తి కరణలతో పాటుగా లాంఛనప్రాయము కాని అభివ్యక్తికరణలు కూడా వుంటాయి. అంటే అధికారులతోను, ప్రజలతోను మాట్లాడేటప్పుడు మర్యాద పూర్వకమైన పదాలను వినియోగిస్తుంటాం. కాని ఒకే చోట సుదీర్ఘంగా పనిచేయడం, వాళ్ళతో ఏర్పడే సాన్నిహిత్యం వలన మరికొంత దగ్గరగా అభివ్యక్తికరణ జరుగుతుంది.

ఈ అభివ్యక్తికరణలు సమాంతరంగాను, లంబముగాను, లేక భిన్న కోణాల్లోనూ సాగవచ్చు. మౌఖికంగాను, రాతపూర్వకంగాను కాక అభివ్యక్తికరణ, శరీర భంగిమల ద్వారా కూడా జరుగుతుంది.

అభివ్యక్తికరణ అంటే ప్రజలమధ్య సమాచారం ప్రసారమయ్యే వాహకం అని చెప్పవచ్చు. ఇందులో సమాచారం పంపేవారు, ఏదో ఒక మాధ్యమాన్ని వినియోగిస్తారు. సమాచారం పొందిన వారు ప్రతిస్పందనను రకరకాల ధ్వనులలో వినిపిస్తారు.

వక్త తాను చెప్పదలచుకొన్న సందేశాన్ని వినేవారి స్పందనను బట్టి మరింత విశదీకరించడమో, స్పష్ట పరచడమో, తిరిగి చెప్పడమో చేస్తారు. లేదా, శ్రోతలకు అర్థమయేట్టుగా భాషను, పదాలను మార్చుకొంటారు. ఎందుకంటే వక్త చెప్పేది తను

చెప్పదలుచుకొన్న భావం శ్రోతకు చేరాలంటే, శ్రోతకు అర్థంమయ్యేలా అభివ్యక్తికరించడం అవసరం.

శ్రోత తాను వింటున్నది, లేనిది విన్నవి అర్థమయినది లేనిది తన హావభావాలు, శరీర కదలికల ద్వారా అభివ్యక్తికరించాలి. కొన్నిసార్లు సంకేతాలు, ప్రతీకలు, సంజ్ఞలు ఉపయోగించినపుడు వాటిని శ్రోతలు అనువదించుకోగలగాలి. లేకపోతే అభివ్యక్తికరణ విఫలమవుతుంది .

మామూలుగా కొన్నిపదాలు ఎంచుకోవడం ద్వారా మనం చెప్పదలుచుకొన్న సందేశాన్ని వివరిస్తాము. వ్రాతపూర్వ కమైన సందేశంలో పదాల అర్థాన్ని యధాతథం గా తీసుకుంటారు. కానీ మౌఖికంగా అవే పదాలు ఉపయోగిస్తున్నపుడు, మనం ఉపయోగించే హావభావాలు, శరీరకదలికలు, ఉచ్చారణలోని హెచ్చు తగ్గులు, ధ్వని తేడాల ద్వారా పలకడం వలన భిన్నమైన అర్థాలను వ్యక్తికరించగలుతాము .

వీటన్నింటి ద్వారా వ్యక్తులు తమ అనుభవంతో స్పష్టమైన, సూటి అయిన సందేశాలు పంపగలగాలి. ఆ సందేశాలు పొందినవారు సందేశాలను సరిగా అర్థం చేసుకోని ప్రతిస్పందించ గలగాలి.

సందేశాలు పంపడం, సందేశాలను పొంది సరిగా అర్థం చేసుకోవడం రెండు అభివ్యక్తికరణలో భాగమే.

మాటలద్వారా పంపే సందేశాలు బలంగా వుండాలంటే, అవి సమగ్రంగా, సంక్షిప్తంగా వుండాలి. వీటిలో అలంకారం కోసమో, ఆడంబరం కోసమో పరిచయం లేని పదాలు నింపేయకూడదు. వాడుతున్న పదాలు గాని, పదాల కూర్పుగాని శ్రోతలలో వ్యతిరేక భావన సృష్టించకూడదు. మాటలలో అభివ్యక్తికరణ జరిగేది 35 శాతం మాత్రమే. మాటలు లేకుండా హావభావాలు, గొంతు హెచ్చు తగ్గులు, శరీర కదలికలు, భంగిమలు, అభినయం, ద్వారా జరిగే అభివ్యక్తికరణ 65 శాతం వుంటుంది.

ఒకే వాక్యంలో వివిధ పదాలపై గొంతులో వక్కాణింపు మార్పడం ద్వారా సందేశం యొక్క అర్థాన్ని మార్చవచ్చు. గొంతుధ్వని స్థాయి భేదాలతో ఒకే వాక్యానికి భిన్న రకాల అర్థాలతో అభివ్యక్తికరించవచ్చు. దీనినే మనం తెలుగులో “**నోరు తో మాట్లాడి నొసలితో వెక్కిరించడం**” అనే సామెతలా వుంది అంటాము. మనం ఏ పదాలు వాడాము అనేది



కాదు, ఆ పదాలను ఎటువంటి భావం వ్యక్త పరిచేలా మాట్లాడాము అనే దాన్ని బట్టి 95 శాతం సమస్యలు వస్తాయి.

అభివ్యక్తికరణకు మానసికయిన, భావోద్వేగపూరితమైన, వ్యక్తిగతమైన ఆటంకాలు లేదా సంస్థాగతమైన ఆటంకాలు, అర్థానికి సంబంధించిన ఆటంకాలు కూడా వుండవచ్చు, అర్థానికి సంబంధించిన ఆటంకాలలో సరైన భావాన్ని ప్రకటించని పదాలను ఉపయోగించడము, తప్పుగా అనువాదం చేసుకోవడము, రకరకాల అర్థాలనిచ్చే ప్రతీకల్పివాడటం, ఉహాపోహాలకు తావిచ్చే స్పష్టతలేని మాటలు, వీటికి తోడు కొన్నిసందర్భాలలో ప్రత్యేక అంశాలకు సంబంధించిన నిపుణుల భాష ఆటంకంగా వుంటాయి.

భావాలు వ్యక్తపరచడానికి అవసరమైన పరిణితి, ధారణశక్తి, అవగాహన లేకపోవడం, భావవ్యక్తికరణపై శ్రద్ధ చూపకపోవడం, రాతపూర్వక సందేశాలపై అనవసరంగా ఆధారపడటం, భావవ్యక్తికరణ చేయగలననె నమ్మకం లేకపోవడం వంటి వాటివల్ల అభివ్యక్తికరణ వైఫల్యం చెందుతుంది . దీనివల్ల మాటలతోను, మాటలు లేకుండాను జరిగే భావ ప్రకటన లోపిస్తుంది.

వీటికి తోడు వ్యక్తుల వల్ల, వారి పెత్తందారీ పోకడలవల్ల, అభివ్యక్తికరణలో ఆటంకాలు ఏర్పడతాయి. అధికార స్థానములో వున్నవారికి సమయం లేకపోవడం, విషయము పట్ల అవగాహన లేక పోవడముతో పాటు, తమ అధికారాన్ని సవాలు చేస్తారేమో అనే భయం వల్ల భావ వ్యక్తికరణకు ఆటంకం కలుగుతుంది.

కింది స్థాయి ఉద్యోగులు అనుకున్నది అనుకున్నట్టుగా చెప్పడానికి ఇష్ట పడక పోవడం లేదా వారికి సరైన ప్రోత్సాహకాలు లేకపోవడం కూడా ఆటంకంగా మారుతుంది. దీనితో వ్యక్తిగతమైన ప్రేరణస్థాయి పడిపోతుంది. పరస్పర అభివ్యక్తికరణకు ఆటంకం ఏర్పడుతుంది. ఒక సంస్థ యొక్క నియమ నిబంధనలు ఆ సంస్థకు సంబంధించిన విధాన నిర్ణయాలు, సంస్థలో ఉండే సంక్లిష్ట నిర్ణయాలు అభివ్యక్తికరణకు ఆటంకం కావచ్చు.

అలాగే తమతమ స్థాయిలలో ఉద్యోగుల మధ్య ఉండే అంతరం కూడా ఒక ఆటంకం.  
దీని వల్ల పనిలో సామర్థ్యం, ప్రతిభ కుంటుపడుతుంది.

కాబట్టి చక్కటి అభివృద్ధీకరణ జరగాలంటే ముందు శ్రద్ధగా వినాలి. స్పష్టంగా ఆలోచించాలి. అభిప్రాయాలను, భావాలను, ఉద్దేశాలను వ్యక్తపరచాలి. అవసరమైన మేరకు చెప్పడం, మాట్లాడడం, ఏ సమయంలో, ఏ సంధర్భంలో ఎంతమేరకు చెప్పాలో తెలియడం కూడా ప్రతిభావంతమైన అభివృద్ధీకరణలు మిక్కిలి అవసరం. అభివృద్ధీకరణ చేయడానికి సమగ్రమైన నిజాయితీ వుండాలి. ఇతరుల భంగిమలు, మరియు భావోద్దేశాలు, భావవృద్ధీకరణపై కనీస అవగాహనా కలిగి వుండాలి .

**పౌర విదేయక ప్రవర్తన కోసం కమ్యూనికేషన్**  
**(Communication for Citizen Centric Behaviour)**

**కమ్యూనికేషన్, ఈ-మోడ్యూల్ 5 యూనిట్లు గా విభజించనైనది**

- యూనిట్ - 1 స్పష్టమైన కమ్యూనికేషన్ యొక్క ప్రాముఖ్యత
- యూనిట్ - 2 వినడం (listening)
- యూనిట్ - 3 క్రియాశీల శ్రవణ ప్రవర్తన (Active Listening Behaviours)
- యూనిట్ - 4 నిశ్చయముగా (Being Assertive)
- యూనిట్ - 5 సమర్థవంతమైన కమ్యూనికేషన్

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పై 5 మొద్యుల్లలో ఒక ప్రభుత్వ ఉద్యోగి ముఖ్యంగా పౌరులతో వ్యవహరించవలసిన తీరుపై, ఉండవలసిన సమాచార నైపుణ్యాల ప్రాముఖ్యత పై వివరించనైనది.

ప్రభుత్వ పథకాలు ప్రజలకు చేరి ఆశించిన ఫలితాన్ని ఇవ్వడంలో క్షేత్రస్థాయిలో ఉద్యోగుల సహకారం, సమన్వయం చాలా అవసరం. ఉద్యోగులు ప్రజలతో మంచి సంబంధాలు ఏర్పరుచుకోవడం ప్రభుత్వ విధానాలు, పథకాలు విజయవంతమౌతాయి.

ప్రజా సేవకుడైన ప్రభుత్వ ఉద్యోగి రక రకాల అవసరాలతో వచ్చే వివిధ రకాలైన వ్యక్తులతో మర్యాదపూర్వకంగా మాట్లాడి, ప్రభుత్వం కార్య కలాపాలను నిర్వర్తించవలసి ఉంటుంది.

**ప్రవర్తన ప్రధానంగా మూడు రకాలుగా ఉంటుంది.**

- ప్రజలతో మంచి సంబంధాలు నెలకొల్పుకోవడానికి ఉపయోగపడే ప్రవర్తన. ప్రజలతో వారి విన్నపాలను, వారి సమస్యను అర్థం చేసుకొని స్పష్టత ఇవ్వడం. పౌరుల సమయానికి విలువనివ్వడం. సిబ్బంది ఇబ్బందులు, పరిమితులను ఉన్నట్లయితే తెలియజేయటం ద్వారా పౌరుల విశ్వాసం పొందడం. పౌరులు మాట్లాడేందుకు ప్రోత్సహించడం , పౌరులను ఒక నిర్ధారణకు వచ్చేలా ప్రోత్సహించడం, వారితో క్రియాత్మకంగా వ్యవహరించడానికి సిద్ధం గా ఉన్నారో లేదో తెలుసుకోవడం వంటివి ప్రాథమికంగా సత్సంబంధాలు నెలకొల్పే ప్రవర్తనలు.
- ప్రజలతో ఆధిపత్యంతో వ్యవహరించడం, డాంభికంగా, బెదిరింపు ధోరణిలో ప్రవర్తించడంతో ప్రజలు చేప్పే దాన్ని వినడానికి సిద్ధపడకపోవడం, సరి అయిన సమాధానం ఇవ్వకపోవడం, అసహనం ప్రకటించడం, ఆటంక పరచటం, వారి పట్ల ఉదాసీనతతో వ్యవహరించటం, పౌరులు

మాట్లాడుతున్నప్పుడు శ్రద్ధగ వినకపోవడం, విసుగు ప్రకటించడం వంటి లక్షణాలతో ప్రజలతో సంబంధాలు దేబ్బాతీసే అవకాశం ఉన్న ప్రవర్తనలు.

- ప్రజలతో సత్సంబంధాలను ఏర్పరచడానికి దోహదపడే అంశాలను తక్కువగా చూడడం వలన కూడా సంబంధాలు ఏర్పడవు. ఒకవేళ ఏర్పడినను అవి దెబ్బతినే ఆస్కారం ఉంటుంది.

### కార్యాలయాలలో సందర్శకులతో వ్యవహరించడం.

ప్రభుత్వ ఉద్యోగి 'ఉద్యోగం' లో ప్రజలు ముఖ్య బాగం అనగా పరిపాలనకు ప్రజలే వినియోగదారులు కావున, వారి వారి పనులను బట్టి, అవసరాన్ని బట్టి, సామజిక స్థితిని బట్టి వారితో గౌరవంగా వ్యవహరించవలెను. వివిధ తరగతుల సందర్శకులతో, పని ఒత్తిడిలో ఉన్నాను, వారితో మర్యాద పూర్వకంగా వ్యవహరించావలెను.

### పౌరులు చెప్పేది శ్రద్ధగా వినడం:

ప్రజలు చెప్పేది యాంత్రికంగా వినడం కాకుండా మనసు కేంద్రీకరించి స్వచందంగా, ప్రయత్న పూర్వకంగా వినాలి. వారు చెప్పే విషయాల పట్ల ఆసక్తి చూపుతూ సమన్వయ పరచుకుంటూ వినాలి. యధాలాపంగా కాకుండా ఒక ప్రయోజనంతో వినాలి. వినడం అనేది ఒక కల. దృక్పథం, శ్రద్ధ, సర్దుబాటు అనే మూడు మౌలిక నైపుణ్యాలపై ఆధారపడి ఉంటుంది. దీనిలో ఆలకించడం, అవగాహనా చేసుకోవడం, బేరీజు వేసుకోవడం అనే మూడు దశలుంటాయి.

### క్రియాత్మకంగా వినడం

క్రియాత్మకంగా వినడం అనగా మాటలు జాగ్రత్తగా వినడం, వాటిని అర్థం చేసుకోవడం, శరీర కదలికల ద్వారాను, ఆచరణలోను ప్రతిస్పందించడం. అవసరమైన ప్రశ్నలు అడగడం, ముఖ్య అంశాలపై ఎదుటివారిని మాట్లాడనివ్వడం, వారి దృష్టి నుండి విషయాలను అర్థం చేసుకోనే ప్రయత్నం చేయడం, పదాల వెనుక భావాలను అర్థంచేసుకోవడానికి ప్రయత్నించడం. ఎదుటివారు చెప్పినది వినడమే కాదు, విస్తున్నమనే భావన కలిగించడం కూడా ముఖ్యం. క్రియాత్మకంగా వినడంలో శ్రోతకు ఋజు ప్రవర్తన ఉండడం చాలా అవసరం. క్రియాత్మక శ్రోతలు 70 శతం సమయం వింటారు, 30 శతం సమయం మాత్రమే మాట్లాడుతారు.

## E-Governance & ICT ( E- గవర్ననెన్సు మరియు ఐ.సి.టి)

### సమయం (75 నిమిషాలు)

E- గవర్ననెన్సు అంటే ప్రభుత్వసేవలను ప్రజలకు సాంకేతిక పద్ధతి ద్వారా సులభముగా. వేగవంతముగా అందజేయడం. ఇంకొక మాటలో చెప్పాలంటే - కంప్యూటర్ నెట్వర్క్ సహకారముతో ప్రజలకు అతితక్కువ సమయములో వేగవంతముగా సేవా సౌకర్యము చేకూర్చుట.

ఉదాహరణకు : గతములో ఏదైన సమాచారము ప్రజలకు అందించాలంటే కాగితముల పై వ్రాసి గాని, ముద్రించి గాని అందజేసేవారము. కాని ఇప్పుడు సాంకేతిక విప్లవం వచ్చిన తరువాత కంప్యూటర్, నెట్ వర్క్, సెల్ ఫోన్, స్మార్ట్ ఫోన్ ల ద్వారా సమాచారమును ఇ.మెయిల్ (Email) ద్వారా గాని ఎస్.యం.ఎస్ ల (sms) ద్వారా గాని తక్షణం అందజేస్తున్నాము.

Information Communication Technology (ICT) సాంకేతికతను ఉపయోగించి సమాచారమును తొందరగా చేరవేయడం జరుగుతున్నది.

ప్రభుత్వము చేయు పనులను, ప్రణాళికలకు సంబంధించిన సమాచారము క్రింది విధముగా అందజేయవలసి యుంటుంది.

ప్రభుత్వము నుండి ఉద్యోగులకు, ప్రభుత్వము నుండి ప్రజలకు, ప్రభుత్వము నుండి దాని అనుబంధ, ఆధీన సంస్థలకు ఇట్టి సమాచార వ్యవస్థను సమర్థవంతము గా నిర్వహించుటకు సాంకేతికత చాలా అవసరం. కనుక ప్రతి అంశములో సాంకేతికతను అన్వయించుకొని ప్రజలతో మెరుగైన సేవలు అందించడమే ICT యొక్క ముఖ్య ఉద్దేశం.

ప్రభుత్వము ప్రస్తుత పాత పద్ధతులను సమూలముగా మార్చి సాంకేతికత ద్వారా ప్రజలకు సేవలను అందించటాన్నే E - పరిపాలన అంటాము. E - పరిపాలన ద్వారా మధ్యవర్తుల ప్రమేయము లేకుండా ప్రజలకు అవినీతి రహితమైన, సమర్థమతమైన పారదర్శకమైన సేవలను అందించ గలుగుతాము. E - పరిపాలన ద్వారా ప్రభుత్వ సేవలలో చాలావరకు అనవసరమయిన మధ్యవర్తిత్వములు తగ్గించ బడుతాయి.

ఉదాహరణకు: ఒక రైతుకు అవసరమైనప్పుడు తన భూములకు సంబంధించిన వివరములు అన్నియు ఇంట్లో కంప్యూటర్ సహాయము తో వివరముగా వెబ్ సైట్ ద్వారా చూసుకొన వచ్చును. ఎక్కడో ఉన్న తహసీల్ కార్యాలయమునకు వెళ్ళ కుండా దగ్గర లో నున్న ' మీ సేవ సెంటర్ ' లో నున్న సాంకేతిక వ్యవస్థ ద్వారా తనకు కావలసిన తన పహాణి కాపీలు ఇతర ప్రభుత్వ రికార్డుల ప్రతులను సులభముగా పొందవచ్చును మరియు ఇట్టి సమాచారము ఇంట్లో యుండి అంతర్జాలయుక్త కంప్యూటర్ ద్వారా పొందవచ్చును. ఇట్టి విధానాన్ని ప్రభుత్వము కంప్యూటర్ నెట్ వర్క్ ద్వారా అందిస్తున్నది. ఇట్టి సాంకేతిక పద్ధతి పట్ల ప్రజలకు ఒక అవహగన కలిపించడం మన అందరి భాధ్యత.

ఇట్టి వ్యవస్థను అవలంబించడములో USA, UK మరియు ఇతర ఆసియా దేశాలు ముందున్నాయి. కనుక ప్రజలు కంప్యూటర్ ను విరివిగా వాడవలసిన అవసరము యున్నది. దానికై ప్రజలు కంప్యూటర్ శిక్షణ పొంది, కంప్యూటర్ విరివిగా వాడటానికి మానసికముగా సిద్ధమై యుండాలి. ఇప్పటికే ప్రజా సమూహములో ఎక్కువ మంది ఇంటర్నెట్ మరియు స్మార్ట్ ఫోన్ వాడుతున్నప్పటికి ఇంకా చాలా మంది వాడవలసి యున్నది. దీనికై ప్రభుత్వము మరియు కంప్యూటర్లో శిక్షణ పొందిన విద్యార్థి యువత వారి సహకారము ప్రజలకు అందించవలసి యున్నది.

కనుక ప్రభుత్వానికి ప్రజలకు వారధిగా ఉద్యోగము నిర్వహిస్తున్న మీరు త్వరితగతిన కంప్యూటర్ వాడుకలో ప్రావీణ్యము పొందడమే కాక మీ క్షేత్రస్థాయి ప్రజలను కూడ సాంకేతికతను అభివృద్ధి పరుచుకొనే దిశలో ప్రోత్సహించవలసిన బాధ్యత మీ పైన ఉన్నది.

#### ICT ద్వారా సేవలు ముఖ్యముగా (4) భాగములు.

1. వివిధ ప్రభుత్వ సంస్థలు మరియు వాటి విభాగాల మధ్య పరస్పర సమాచార సమన్వయము.
2. ఇంటర్నెట్ / వెబ్ ఆధారిత సేవలు, మరుమూల గ్రామాలలో బ్యాంక్ విడ్జ్ ఉపలబ్ధి
3. సమర్థవంతమైన వ్యాపార లావాదేవీల అప్లికేషన్స్ (Business Applications)
4. సంపూర్ణ డిజిటల్ అక్షరాస్యత.

## సమస్య పరిష్కారము – నిర్ణయ సామర్థ్యము

ఈ మోడ్యులును 6 భాగములుగా విభజించి తెలుసుకోవచ్చు.

1. సమస్య పరిష్కార అవసరము .
2. సమస్య నిర్వచనము.
3. సమస్య యొక్క అనేక ధృక్కోణములు
4. సమస్యల కారణములు
5. భిన్న ఆలోచనలు .
6. సమస్యల నివారణా పద్ధతులు.

ఇంటిలోగాని మనము చేసే ఉద్యోగములో కాని కొన్ని సమస్యలు ఉత్పన్నమవుతాయి .ఈ సమస్యలను పరిష్కరించడము చాల అవసరము. కొన్నిసార్లు మనము సమస్య అనుకొన్నది అసలు సమస్యే కాకపోవచ్చు. వృత్తిలో మంచిస పురోగతి ఉండాలంటే సమస్యలను పరిష్కారము చేయాలి. సమస్యలను ఎప్పుడు ఒక క్రమపద్ధతిలో పరిష్కారము చేయాలి.

**సమస్య నిర్వచనము:** సామాజిక పరమైనదైనా, ఆర్థిక పరమైనదైనా, శాస్త్ర సాంకేతిక పరమైనదైనా ప్రజలు ఏదైతే అవాంఛనీయమైన స్థితి అని భావించి సరిద్దిద్దాలను కుంటారో దానిని సమస్య అనవచ్చు. సరళంగా చెప్పాలంటే సామాజిక సంబంధాల్లో ఏర్పడే ఘర్షణ లేదా భేదాలను సమస్య అనవచ్చు.

**సమస్య యొక్క అనేక ధృక్కోణములు :**

ఒక అటవీ శాఖాధికారి 2500 మొక్కలు నాటడానికి నిర్ణయించారు. ఇట్టి మొక్కలను స్కూల్ ఆవరణలో నాటడానికి నిర్ణయించి కలెక్టర్ గారిచే ఉత్తర్వులు ఇప్పించారు. మొక్కలు నాటబడినాయి. కొంత కాలానికి ఆ మొక్కలు వాడిపోయాయి. దీనికి అనేక కారణాలు ఉన్నాయి .కలెక్టర్ గారు తదుపరి ఈ విషయాన్ని రివ్యూ చేయలేదు. అటవీ శాఖాధికారి శ్రద్ధ పెట్టలేదు . మొక్కలు నాటేటప్పుడు ప్రెస్నీపల్స్ ను మరియు విద్యార్థులను విశ్వాసములోకి తీసుకోలేదు.

మొక్కలకు నీరు పోయమని ప్రిన్సిపాల్, గార్డ్ కు చెప్పినా అతను నీరు పోయుటలో శ్రద్ధ కనపరచ లేదు. ఇలా చాలా కోణాలు ఉంటాయి.

### సమస్యల కారణాల విశ్లేషణ:

సమస్యలు వచ్చినప్పుడు అసలు సమస్య ఎక్కడ ఉన్నదని గుర్తించడము, సమయానుగుణంగా మంచి నిర్ణయము చేయడము, నిర్ణయాలను పకడ్బందిగా అమలు చేయడము చేయాలి.

ఒక్కరు గాని, సమూహముగాని పరిస్థితులను భేరిజు వేసుకొని వాటికి ఒక క్రమ పద్ధతిలో పరిష్కారము కనిపెట్టడమును సమస్య పరిష్కారము ( problem solving ) అనవచ్చు.

సమూహములోని అందరు వ్యక్తులకు మధ్య సత్సంబంధాలు అవసరము అయినప్పటికీ అందరుగాని లేదా ఒక్కరు గాని పరిష్కారమునకు చేసే ప్రయత్నాన్ని అందరు ఒప్పుకోవాలి .

అసలు సమస్యను గుర్తించి పరిష్కారము చేయాలంటే క్రమ పద్ధతిలో సాగాలి. సమస్య ఏమి, సమస్య ఎక్కడ , సమస్య ఎప్పుడు , సమస్య కారణము ఎవరు అనే నాలుగు ప్రశ్నల క్రమంలో సాగాలి.

ఉదాహరణకు స్వచ్ఛ భారత్ అభియాన్ కార్యక్రమము ఒక గ్రామములో తీసుకొంటే. అధికారులు ఎన్ని ప్రయత్నాలు చేసినప్పటికీ కొన్ని గ్రామాల ప్రజలను కాలకృత్యాలకై అరుబయటికి వెళ్లకుండా నిరోధించలేక పోతున్నారు .

**పెద్దసమస్య(major problem):** ఒక గ్రామమును కాలకృత్యాలు ఆరుబయట తీర్చుకొనుట నుండి పూర్తి విముక్తి (ODF) గా ప్రకటించ లేక పోవుట.

**సమస్య ఏమిటి (WHAT):** ఎన్నో మరుగు దొడ్లను నిర్మించినప్పటికీ ప్రజలు కాలకృత్యాలు తీర్చుకొనుటకు ఇంకా ఆరుబయటకు వెళుతున్నారు .

**ఎక్కడ( WHERE):** గ్రామానికి 500మీటర్ల దూరంలో ప్రజలు ఈ సమస్య వస్తున్నది



**ఎప్పుడు (WHEN):** మరుగుకు వెళ్ళినప్పుడు ఎవరైనా చూడకుండా సాధారణంగా ఈ సమస్య తెల్లవారుజామున మరియు సంధ్యా సమయమున ఎక్కువగా ఉంటుంది. దీనిని బట్టి ప్రజలు ఇది సిగ్గుపడే విషయమని భావిస్తున్నారని తెలుస్తున్నది.

**ఎవరు (WHO):** ఆరుబయల్లో కాలకృత్యాలు తీర్చుకునే వారంతా సాధారణంగా పెద్ద వారే. బడి పిల్లలు వెళ్ళరు.

**సమస్య ఏమిటి-** అర్ధపుతున్నదేమంటే ప్రజల ప్రవర్తనలో మార్పు రావాలి.

**సమస్య ఎక్కడ అంటే-** గ్రామానికి 500 మీటర్ల దూరములో అంటే ప్రజలకు గ్రామ పరిశుభ్రత పట్ల అవగాహన ఉన్నదని తెలుస్తుంది.

**ఎప్పుడు అంటే** – తెల్లవారుజామున మరియు సాయంత్ర సమయమున అంటే ప్రజలు పగటి వేళల్లో ఆరుబయటికి వెళ్ళడానికి సిగ్గుపడుతున్నారని అర్థమైనది.

**ఎవరు అంటే:** గ్రామములోని వయోజనులు .అంటే పాత పద్ధతులను వారు వదలు కోలేక పోతున్నారని అర్థము. వారిని పాట పద్ధతులు వడలు కొనేలా చేయాలి. ఈ సమస్య పరిష్కారానికి కొత్త పద్ధతులు పాటించాలి. గ్రామ పర్యవేక్షణ కమిటీ సభ్యులు, బడి పిల్లలు ప్రజలు ఈ విధంగా వెళ్ళకుండా వారిపై నిఘా ఉంచాలి.

అందుకే సమస్య మూల కారణాలను విశ్లేషించాలి .సమస్యకు కారణాలు అనేకము ఉండవచ్చు. అందులో కొన్నింటికి పరిష్కార మార్గాలు అంతకు ముందే ఉండవచ్చు. కొన్నింటికి అసలు కారణాలు వెతుక్కొని సమస్య పరిష్కార మార్గాలు అన్వేషించాల్సి ఉంటుంది. ఇందుకై ఎందుకు (WHY), ఎందుకు (WHY), ఎందుకు (WHY) విధానము ద్వారా సమస్యకు పరిష్కార మార్గాలు వెతుక వచ్చును.

**ఉదాహరణ:** ఒక కార్యాలయములో ఒక సహాయకుని దగ్గర అనేకమైన ఫైల్స్ ఉన్నాయనుకుందాము. దానికి కారణము వెతకాలంటే .

1. సహాయకుడు తన ఫైల్స్ ను పరిష్కారము చేయలేక పోతున్నాడు-ఎందుకు .

2. సిబ్బందిపై అధికభారము పడింది - ఎందుకు .

3. సిబ్బంది సరిగ్గా పని చేయడములేదు -ఎందుకు .

సిబ్బందిపై ఎందుకు అధిక భారము పడింది .అంటే ఉండవల్సినంత సిబ్బంది లేరు.

కొన్ని పోస్ట్ లు ఖాళీగా ఉన్నాయి .సిబ్బంది సరియగు శిక్షణ లేకపోవచ్చు.

సిబ్బంది యందుకు సరిగ్గా పనిచేయడములేదు – వారికి సరియైన శిక్షణ లేదు .

ఇలా ఒక్కొక్క సమస్య బయటికి వచ్చి వాటికి పరిష్కారమార్గాలు కనుక్కొనే వీలు దొరుకుతుంది. సమస్యలకు క్రమ పద్ధతిలో అంచెలంచెలుగా పరిష్కారాలు వెతకాలి.

SCAMPER విధాన పద్ధతిలో సమస్య పరిష్కార విధానములు చూద్దాము.

**S- SUBSTITUTE –ప్రత్యామ్నాయ పరిష్కార పద్ధతి :** పదే పదే తలయెత్తే సమస్యకు ప్రత్యామ్నాయ పరిష్కార మార్గాలను వెతకాలి. ఉదాహరణకు : బి .టి. రోడ్ (తారు రోడ్ ) వర్షాకాలములో నీరు అగుటవలన పూర్తిగా పాడయి ప్రజలకు అసౌకర్యములు కలుగుతాయి. అలాంటి చోట కాంక్రీట్ లేదా రబ్బర్ రోడ్ లను వేయుట ప్రత్యామ్నాయ పరిష్కారము అవుతుంది.

**C-COMBINE- సంయుక్త పరిష్కార పద్ధతి:** ఒక్కొక్క సమస్యకు ఒకే ఒక పరిష్కారము ఉండవచ్చు. కొన్నిసార్లు ఆలోచనల సమాహారము అయిన సంయుక్త పరిష్కారము ఉండవచ్చు. ఉదా : ఫోన్ ,కెమెరా, స్కానర్, ఇంటర్నెట్ ఇంకా ఇతర అనేక పనులకు అనువుగా ఉన్న మొబైల్ ఫోన్ అని చెప్పవచ్చు.

**A-ADAPT- అనుసరణ పరిష్కార పద్ధతి :** కొన్ని సమస్యలకు సాధారణంగా ఒకే పరిష్కార మార్గము ఉంటుంది. దాని మనము అనుసరించవచ్చు.కొన్నిసార్లు సమస్యల పరిష్కారానికి కొత్త ఆలోచనా విధానాలు ,సాంకేతిక విషయాలను అనుసరించవచ్చు.

ఉదా : మరుగు దొడ్లలో సింగల్ పిట్ విధానము ఉండేది దానికి బదులుగా డబల్ పిట్ పద్ధతిలో మరుగుదొడ్లు నిర్మిస్తున్నారు. దీని వలన సమయము, నీరు, ఆర్థికవనరులు వ్యర్థము కాకుండా చూడవచ్చు. పైగా ఆర్గానిక్ ఎరువు లభిస్తుంది .

**M-MODIFY-** మార్పు పరిష్కార పద్ధతి : ప్రస్తుతము పాటిస్తున్న పరిష్కారము సరిపోకపోతే అందులో మార్పు చేసి ఉత్పన్నమైన సమస్యకి పరిష్కారము చూపవచ్చు. ఉదా : ప్రభుత్వము ఇస్తున్న గ్యాస్ సబ్సిడీ అంతకు మునుపు గ్యాస్ కంపెనీలకు బదిలీ అయ్యేది. దాని వలన ప్రజలకు ప్రభుత్వము గ్యాస్ సబ్సిడీ ఇస్తున్న విషము తెలియక పోయేది. ఇలాంటి అపోహ తొలగించుటకు ప్రభుత్వము ప్రస్తుత పద్ధతి లో మారుపు చేసి , గ్యాస్ సబ్సిడీ వినియోగదారుల బ్యాంకు ఖాతాలలో జమ చేయిస్తున్నది . ప్రజలకు సబ్సిడీ డాకిన సంతోషం ఉంటున్నది.

**E-ELIMINATE-** తొలగింపు పరిష్కార పద్ధతి : ఒక సమస్యకు ఒకే పద్ధతి ఉపయోగపడవుడు మరియు వ మరొక విధంగా వినియోగపడనప్పుడు తొలగించే పద్ధతిలో పరిష్కారము కనుగొన వచ్చును.

ఉదా : ఇంతకు మునుపు కేబుల్ ఫోన్ ఉంది ,తానూ ఉన్నచోటికి ఫోన్ తీసుకురావడానికి వీలు లేక , ఫోన్ ఉన్నచోటికే వెళ్లి మాట్లాడాల్సి వచ్చేది. ఇది వినియోగ దారులకు అసౌకర్యంగా ఉండేది . దానితో అది కార్డెస్ ఫోన్ ల ఆవిష్కరణకు నాంది పలికింది . కేబుల్ ఫోన్లు తొలగించి , వాటి స్థానములో కార్డెస్ ఫోన్ వచ్చాయి .

**R-REDUCE-** తగ్గించు పరిష్కార పద్ధతి : కొన్ని సార్లు ఉన్న వాటిని తగ్గించాద్దు ద్వారా పరిష్కారములు సూచించవచ్చు . ఉదా : పెళ్ళిళ్ళ లోను ,మధ్యాహ్న భోజన పథకములోను ఆహారము వృధా కాకుండా తగ్గించడము ద్వారా పరిష్కారము సూచించవచ్చు.

**DIVERGENT THINKING (విభిన్న ఆలోచనలు ):** సమస్యలకు మూస పోసిన పరిష్కార మార్గాలు పాటించుట మాని విభిన్న తరహా ఆలోచనలతో పరిష్కారములు వెతకాలి . ఉదా : దూరంగా ఉన్న ఒక కాలేజీకి వెళ్ళడానికి విద్యార్థులకు అందుబాటులో ఒకటి లేదా రెండు బస్సులు ఉండడము , అవి వచ్చినా క్రిక్కిరిసి ఉండడము , ఒక్కొక్కసారి బస్సు స్టాప్పు దూరంగా నిలపడం చేత అసౌకర్యానికి గురయి విద్యార్థులు అనేక సార్లు గొడవకు దిగడము , బస్సు సిబ్బంది సమ్మె చేయడము , బస్సుల అద్దాలు పగలగొట్టి నష్టము కలిగించడము వంటి

చర్యలకు పాల్పడేవారు. విద్యార్థులపై కేసులు బుక్ చేసి శిక్షించడముద్వారా ఆ సమస్య శాశ్వతంగా పరిష్కారము కాదు. పైగా విద్యార్థుల భవిష్యత్తు నాశనము అవుతుంది. అలాంటి విద్యార్థులు అసాంఘిక శక్తులకు ఉపయోగపడి మరో సమస్యగా మారుతారు . ఈ పరిష్కారము వల్ల ప్రయోజనులేక పోగా ఇతర సమస్యలకు దారితీస్తుంది. క్రియాశీలతగల అధికారి ఉంటే వెంటనే కాలేజీ యాజమాన్యంతో చర్చించి, విద్యార్థులతో సమావేశము ఏర్పాటు చేసి , ఏ సమయములో విద్యార్థులకు సమస్య ఏర్పడుతుంది , ఉన్న పరిస్థితుల్లో ఎలాంటి ఆర్థిక భారము పడకుండా ఎలా పరిష్కరించాలి అన్న విషయములో అందరిని భాగస్వాములను చేసి సలహా తీసుకోవడం , సమస్య వచ్చినప్పుడు కాలేజీ యాజమాన్యం ద్వారా గాని , విద్యార్థులతో ఒక కమిటీ వేసి ఆ కమిటీ అధ్యక్షుడు సమస్య సమాచారాన్ని బస్సు యాజమాన్యానికి తెలియ జేసేలా ఏర్పాటు చేసి అటు విద్యార్థులకు సమస్య లేకుండాను మరియు బస్సు నిర్వహణ సంస్థకు ఎలాంటి నష్టము కలుగకుండా ఏర్పాటు చేయవచ్చు. ఇలా విభిన్న ఆలోచనలతో సమస్యకు శాశ్వత పరిష్కారము సాధించవచ్చు.

## సమయ నిర్వహణ (TIME MANAGEMENT )

సరళంగా చెప్పాలంటే వ్యవధి లేదా గడువును కాలము లేదా సమయము అని నిర్వచించవచ్చును. మనకు ఉన్న పరిమిత కాలాన్ని సరియైన విధంగా వినియోగించుకోవాలి. ఈ విధంగా నిర్వహించుకోవాలంటే సమయ నిర్వహణ చాలా ముఖ్యము.

**సమయ నిర్వహణ :** ఏ పనికి ఎంత కాలమును వెచ్చించాలని నిర్ణయించుకోవడము సమయ నిర్వహణ గా నిర్వచించ వచ్చును .

**సమయ నిర్వహణ ఉపయోగాలు :** సమయ నిర్వహణ వలన కాలము వృధా కాకుండా, మనపై ఒత్తిడి తగ్గడానికి, చేసే పనిని సమర్థవంతంగా చేయటానికి, పని ద్వారా ఎక్కువ ఫలితము పొందడానికి, చేసే ఉద్యోగ బాధ్యతల పై అదుపు కలిగి ఉండడానికి అవకాశము లభిస్తుంది .

**సమయ నిర్వహణక అవరోధాలు:** కాల నిర్వహణకు సాధరణంగా ఎదురయ్యే అవరోధాలు

1. పనిపట్ల అస్పష్టత, 2. సరియైన వ్యవస్థ లేకపోవడము, 3. కాదని చెప్పలేని ఆశక్తత, 4. పని పట్ల నిరాసక్తత, 5. ఒకే సమయానికి అనేక పనులు చేయవలసి రావడము, 6. ఒత్తిడి వంటివాటిని పేర్కొనవచ్చు.

చేయవలసిన పనిపట్ల స్పష్టత ఉంటే నిర్దిష్టమైన పని సాధించగలము . అనేక పనులకు ఒకేసారి సమయము వెచ్చించడము వల్ల కలిగే ఫలితము శూన్యము. ఏదైనా పనిని నిర్ణీత కాలవ్యవధిలో పూర్తిచేయుటకు సిద్ధపడి ఉండాలి . చేసే పనిని క్రమ పద్ధతిలో చేయాలి .

మర్యాదపూర్వకంగా ఏదైనా పని నేను చేయుటకు వీలుపడని పై అధికారులకు చెప్పుటకు సంకోచించరాదు. అలా చెప్పలేని పక్షములో నీవు ప్రస్తుతము చేస్తూన్న పని పూర్తిచేయుటకు వీలుపడదు. నీపై అధిక పని భారము పడుతుంది . చేయవలసిన అదనపు పని కూడా చేయలేవు .

మనము చేసేపనిలో ఎన్నో అవాంతరాలు ఏర్పడుతాయి. ఎక్కువ అవాంతరాలు కలగడము వలన ఉత్పత్తి తగ్గిపోతుంది. సమావేశాలలో అవాంతరాలు ఏర్పడితే అందిరి సమయము వృధా అవుతుంది . సాధ్యమైనంత వరకు అవాంతరాలు ఏర్పడకుండా చూసుకోవాలి .

అధికంగా పని చేసినను, అసలే పని చేయకున్నను పని పట్ల నిరాసక్తత కలుగుతుంది. తక్కువ ప్రాధాన్యత గల పనులను ఇతరులకు అప్పగించాలి .

చాల మంది ప్రభుత్వ ఉద్యోగులు ఒకే సారి అనేకమైన పనులు చేయాల్సి ఉంటుంది. అలాంటి సమయాల్లో ప్రణాళిక వారిగా అన్ని పనులు నిర్వహించవలెను .

**ప్రాధాన్యత (prioritisation):** మనము చేయవలసిన పనులను వాటి ప్రాధాన్యత క్రమములో ఏర్పాటు చేసుకోవాలి. అన్ని పనులు ప్రాముఖ్యమైనవి కాకపోవచ్చు . అందుకే వాటిని covey's చతుర్భుజములో ఏర్పాటు చేసుకోవాలి .అంటే ఈ క్రింది ప్రాధాన్యతా క్రమములో ఏర్పరచుకోవాలి .

1. అంటే ఎక్కువ త్వరితమైన మరియు ఎక్కువ ప్రాముఖ్యము గల దానిని మొదటి ప్రాధాన్యత గలది గాను .
2. తక్కువ ప్రాధాన్యత గలది కాని త్వరితముగా చేయవలసినది.( నిప్పు అంటుకోవడము )
3. అధిక ప్రాముఖ్యము కలది కాని అంత త్వరితము కానిది.
4. తక్కువ ప్రాధాన్యత, తక్కువ త్వరితము గలది.

కాలాన్ని నియంత్రణలో ఉంచుకోవాలంటే ఒక ప్రణాళిక మరియు ఒక లక్ష్యం ఉండాలి. ఆ తరువాత మనల్ని మనము నియంత్రించుకోవాలి.

పనులు చేసేటప్పుడు ఇతరులతో వ్యవహరించాల్సి ఉండడముతో, మన కాలము కూడా దృష్టిలో ఉంచుకొని పనిచేసినప్పుడు మంచి ఫలితాలు వస్తాయి. ఈ విధముగా మనము సమయాన్ని తగు విధంగా వినియోగించుకోవాలి.

### సమర్థ సమయ నిర్వహణ లక్షణాలు :

నోట్స్ మరియు చెక్ లిస్టు వ్రాసుకోవడం, పని కేటాయింపుల రికార్డు వ్రాయడము, గతములో వినియోగించిన కాలమాన పట్టిక ద్వారా లక్ష్య నిర్దేశం చేసుకోవడము, మన దృష్టి ఫలితము పైన ఉంచడము, సరియైన ప్రణాళిక రచించుకోవడం, ఏ పని ముందు చేయాలో ఏది తరువాత చేయాలలో స్పష్టత కలిగి ఉండడము, ముఖ్య కార్యక్రమాలను స్వయంగా చేసుకోవడం, సాధారణ పనులను దిగువ సిబ్బందికి అప్ప చెప్పడము, మనపై ఒత్తిడి దూరము చేసుకోవడం వంటివి సరియైన సమయ పాలనా లక్షణం. సంశయ నివృత్తి విదాన నిర్ణయం చేయుటలో ఆలస్యం చేయడం మంచి లక్షణము కాదు.

సంక్షోభ సమయంలో ఉత్పన్నమైన సమస్యలను నిర్ణీత కాలములో పూర్తి చేయవలసి యుండును. (crisis deadlines).

కనుక వీటిలో ఎదురయ్యే ఒత్తిడిని నియంత్రించడము, ఒత్తిడిని తట్టుకొని నివారించుకొని , క్లిష్టమైన సమస్యలను పరిష్కరించే నేర్పరితనము, తక్షణ సమస్యలతో పోరాడటం (Fire fighting), త్వరితముగా పూర్తి చేయవలసిన వాటిపై దృష్టి ఉండాలి.

సమర్థత, క్రమశిక్షణ, అందరితో మంచి నడవడిక కలిగి ఉండాలి

చిన్నచిన్న పనుల కొరకు ఎక్కువ సమయం కేటాయిచడం సంక్షోభాల నివారణ. నిర్వహణ సరిగా లేక పోవడం, సమయ వినియోగం సరియైన అవగాహన లేకపోవడం కాలాన్ని వృధా చేస్తాయి.

పూర్తి బాధ్యతా రాహిత్యము, ఇతరులపై పూర్తిగా ఆధారపడటం, అశ్రద్ధ మరియు నిబద్ధత లేకపోవడం, కాలనిర్వహణకు సరిపడవు.

దూరదృష్టి, స్పష్టత, దార్శనికత, సమన్వయం, సమతుల్యం, క్రమశిక్షణ, అదుపు, ఇతరులతో సత్సంబంధాలు, సులభసాధ్యత అనునవి సమర్థ కాలనిర్వహణకు కావలసినవి.

అయితే వ్యవస్థ యొక్క పాత్ర మరియు వ్యక్తియొక్క పాత్ర స్పష్టంగా ఉండాలి. దీనికి స్పష్టమైన, కొలవదగిన, సాధించగలిగిన వాస్తవిక మరియు కాలవ్యవధి ఉన్న లక్ష్యం ఏర్పాటు చేసుకోవాలి.

ఎటువంటి విషయాలలో సంస్థ యొక్క పాత్ర, అందులో ఆయా వ్యక్తుల పాత్ర, నిర్దేశిత లక్ష్యం ఏర్పాటు చేసుకోవాలి, అభివృద్ధి మరియు కాలాన్ని వినియోగించు కోవడం, రోజువారీ చేయవలసిన పనులను చేయడం, ఏదైన విషయాన్ని ఖచ్చితంగా 'లేదు', 'కాదు' అని చెప్పగల ధైర్యము ఉండాలి.

నిర్దేశిత, ప్రామాణికమైన, సాధించకలిగిన, వాస్తవిక, పనులు, కాలనిర్దేశిత లక్ష్యం ఏర్పాటు చేసుకోవాలి. దీనినే SMARTER GOALS (SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT, TIME BOUND, EVALUATE, REVISE/REVIEW/ REAJUST ) అంటారు.

**ప్రాధాన్యత క్రమము (ORDER OF PRIORITY) :**



ఇప్పుడే చేయి, ఇతరులకు అప్పగించు, ఆలస్యము చేయు, అప్రస్తుతము అనే క్రమములో చేయవలసిన పనులను ముందుగా నిర్ణయించుకోవాలి. త్వరితముగా చేయవలసినవి వెంటనే చేసి, ఆలస్యంగా చేయవలసిన వాటికి గడువు నిర్దేశించుకోవాలి. ఇతరులకు అప్పగించ వలసినవి వారికీ అప్పగించి త్వరితముగా చేయవలసినవి వెంటనే పూర్తి చేయాలి.

మనకు అన్ని పనులు చేయడానికి వీలు కాదు కాబట్టి ఇతరులకు కొన్ని పనులు అప్పగించాలి. అంత ముఖ్యము మరియు త్వరితము కాని పనులకు ఇప్పుడు “కాదు” అని చెప్పగలగాలి. చేయలేని పనిని అస్సలు స్వీకరించకూడదు. మన లక్ష్యముపై దృష్టి నిలపాలి.

అవాంతరాలను తొలగించుకుంటూ, కాలాన్ని నియంత్రణలో ఉంచుకొని అనేక పనులను స్వల్పవ్యవధిలో పూర్తి చేయాలి. సరిఅయిన కాలనిర్వహణకు ఒక ప్రణాళిక ను రచించుకోవాలి.

**విధిగా చేయవలసినవి (Bound to Do):**

1. లక్ష్య నిర్ణయం
2. ప్రాధాన్యత క్రమము ఏర్పాటు
3. నిర్మాణము
4. కాని పనులకు, చేయజాలని పనులకు కాదు అని చెప్పుట నేర్చుకోవాలి.
5. చేతిలోని పని పూర్తిచేయుట పట్ల శ్రద్ధ
6. వ్యక్తిగత కాలమును పాటించడం

పై విషయములు ఒక వ్యక్తి తన కాలాన్ని వృధా చేయకుండా సరిగ్గా నిర్వహించాలంటే విధిగా పాటించవలసిన అంశములు.

## లక్ష్య నిర్దేశము (GOAL SETTING )

మనమందరం రెండు రకాలుగా అంటే ఒకటి లక్ష్యం లేకుండా, రెండవది నిర్దిష్ట లక్ష్యంతో పనిచేస్తాము . మొదటి రకము వారి సంగతి ప్రక్కన పెడితే, రెండో రకము వారి గురించి కొంచెము వివరముగా చెప్పుకోవాలి .

ప్రతి మనిషికి లక్ష్యము రెండు భాగాలుగా ఉంటుంది. ఒకటి వ్యక్తిగత జీవితానికి సంబంధించినది, రెండవది వృత్తిపర జీవితానికి సంబంధించినది.

మనకు తెలిసిన ప్రముఖ వ్యక్తుల గురించి తెలుసుకుందాము .

మహాత్మా గాంధీ గారికి అహింస ఆయుధంగా బ్రిటిష్ వారి నుంచి భారత దేశానికి స్వాతంత్ర్యము తేవాలన్న ఒకే ఒక లక్ష్యము ఉండేది .

అబ్దుల్ కలాం గారికి 2020 సంవత్సరము నాటికి ఆర్థికంగా అభివృద్ధి చెందిన భారత దేశాన్ని చూడాలన్న ఒకే లక్ష్యము ఉండేది .

స్వామి వివేకానంద గారికి భారతీయులందరిలో జాతీయతా భావము నెలకొల్పి సగౌరవమైన సాంస్కృతిక మరియు మతపర వారసత్వము నిర్మించడమే లక్ష్యముగా ఉండేది .

మదర్ థెరిస్సా గారికి అత్యంత నిరుపేదల హృదయాలను స్పృశించి భారత సమాజములో వారిని భాగస్వాములుగా చేయడమే లక్ష్యంగా ఉండేడిది.

ప్రతి వారు ఎవరికి వారు ఇతరులకు ప్రోత్సాహము కల్పించగల లక్ష్యాన్ని ఏర్పరచుకొన్నారు . ఆ లక్ష్యము నెరవేరేలా నిరంతరము కృషి చేసారు.

మనము ఈ లక్ష్య నిర్దేశము మోడ్యులును రెండు భాగాలుగా తెలుసుకోవచ్చును .

**1 వ భాగము - లక్ష్య నిర్దేశములో స్వయము ప్రావీణ్యతను సంపాదించుకోవడము**

**2 వ భాగము - SMARTER లక్ష్యం నిర్దేశించు కోవడము .**

**మొదటి భాగము :**

వ్యక్తిగత జీవితానికి సంబంధించిగాని, వృత్తిపర జీవితానికి సంబంధించిగాని ప్రతి వ్యక్తి జీవితములో అభివృద్ధి చెందాలంటే ఒక నిర్దిష్ట లక్ష్యము అంటూ ఉండాలి . లక్ష్యము పెట్టుకోకుండా పని చేసేవాళ్ళతో పోలిస్తే నిర్దిష్ట లక్ష్యము పెట్టుకొని పని చేసే వాళ్ళు ఎక్కువగా మరియు ఉత్తమంగాను పని చేసే అవకాశం వుంటుంది. విజయవంతమైన వ్యక్తులు తమ లక్ష్యాన్ని నిర్దేశించుకుంటారు. అందుకై వారు ఎన్ని అవాంతరాలు వచ్చినప్పటికీ నిరంతరము శ్రమిస్తారు. దీనికి కారణం వారి లక్ష్యం, వాళ్ళను ఎప్పుడు ప్రేరణనిస్తూ ప్రోత్సహిస్తూ నిర్విరామంగా పని చేయిస్తుంది. అందుకే వారు విజయవంతమైన వ్యక్తులుగా మారారు .

చిన్నది కాని, పెద్దది కాని నిర్దేశించిన లక్ష్యాన్ని చేరుకున్నాక మనకు అమితమయిన సంతృప్తి కలిగి, మన శారీరక మరియు మానసిక ఆరోగ్యాన్ని అది వృద్ధి పరుస్తుంది.

రెండవ భాగములో SMARTER లక్ష్యము అంటే ఏమిటి, దానిని ఎలా ఏర్పరచుకోవలో తెలుసుకుందాము. ఈ పదములోని అక్షరాల వివరణ తెలుసుకుందాము.

S- Specific- నిర్దిష్ట లక్ష్యము ,M- Measurable- ప్రామాణికము గల ,A-Achievable- సాధింపగల,R- Relevant- సరియైన ,T-Time Bound- కాల పరిమితి గల,E-Evaluate మధింపువేయదగిన,R-Revise/Review/Readjust- పునఃచరణ/పునఃపరిశీలన/పునః సర్దుబాటు అని అర్థము .

మనము నిర్ణయించుకొనే లక్ష్యాలు ఎప్పుడు smarter గానే ఉండాలి. దీనిని వివరంగా చూద్దాము .

**నిర్దిష్ట లక్ష్యము:** నిర్దిష్ట లక్ష్యము లేకపోతే చేయవలసిన పని సరిగా అర్థముగాదు. అందువల్ల లక్ష్యము చేధించ లేము .

ఉదాహరణకు : నేను అధిక శారీరక బరువు కలిగి ఉన్నాను . నేను ఏదైనా చేయాలి . అను లక్ష్యము నిర్దిష్టమైనది కాదు .

అదే నేను అధిక బరువు కలిగి ఉన్నాను . నేను బరువుతగ్గాలి. అన్న లక్ష్యము నిర్దిష్ట లక్ష్యము అవుతుంది.

ఏదైనా చేయాలి అనే కంటే బరువు తగ్గాలి అన్న భావము నిర్దిష్టమైనది.

**ప్రామాణిక లక్ష్యము :** లక్ష్యము ప్రామాణికమైనది కాక పోతే దానిని సాధించలేము.

ఉదాహరణకు: నేను అధిక బరువు కలిగి ఉన్నాను .బరువు తగ్గాలి అన్నది ప్రామాణికమైన లక్ష్యము కాదు.

అదే నేను అధిక బరువు కలిగి ఉన్నాను . నేను 5 kg ల బరువు తగ్గాలి అన్నది ప్రామాణికమైన లక్ష్యము అవుతుంది.

**సాధించదగిన లక్ష్యము :** నిర్దేశిత లక్ష్యము సాధించ దగినది కానప్పుడు వానిని అందుకోలేము . మొదలు పెట్టక మునుపే వదలి వేసే అవకాశము ఉంటుంది .

ఉదాహరణకు నేను అధిక బరువు కలిగి ఉన్నాను . నేను 5 kg ల బరువు తగ్గాలి అన్నది సదింప దాగిన లక్ష్యము కాదు. నేను నెలకు 1 1/2 kg ల చొప్పున 5 kgల బరువు తగ్గాలి అన్న లక్ష్యము సాదింప దాగిన లక్ష్యము అవుతుంది.

**సరియైన లక్ష్యము :** లక్ష్యము సరియైనది కానప్పుడు అట్టి లక్ష్యాన్ని అందుకోలేము .

ఉదాహరణకు నేను అధిక బరువు కలిగి ఉన్నాను, నేను రోజుకు ఒకసారే భోజనము చేస్తాను . ఇది సరియైన లక్ష్యము కాదు. ఉపవాసము ఉండడము అనేది సరియైన మార్గము కాదు . ఒకసారి ఉపవాసము వదలి వేస్తే మళ్ళి బరువు పెరిగే అవకాశము ఉంటుంది .

అదే నేను 1500 కాలరీల ఆహారాన్ని మూడు దఫాలుగా భుజిస్తాను . ఇది సరియైన లక్ష్యము అవుతుంది.

**కాల పరిమితిగల లక్ష్యము :** కాల పరిమితి లేని లక్ష్యము ను అందుకోలేము .

ఉదాహరణకు నేను అధిక బరువు కలిగి ఉన్నాను. 5 kg ల బరువు వచ్చే మూడు నెలలో తగ్గు తానూ అన్న లక్ష్యము కాల పరిమితి గలదిగా చెప్పవచ్చు.

**లక్ష్య మదింపు:** మన లక్ష్య సాధనను తరచుగా మదింపు వేసుకోవడము అవసరము.

ఇది మన నిర్దేశిత లక్ష్యాన్ని అందుకోవడానికి ఉపయోగ పడుతుంది. బరువు తగ్గాలి అన్న లక్ష్యము లో ప్రతి నెలాఖరికి బరువు మదింపు వేసుకొని , ఆ లక్ష్య సాధన దిశలో ఎంత వరకు ముందడుగు వేస్సవన్నది తెలుసుకోవచ్చు .

ఉదాహరణకు ప్రతి వారము 3 సార్లు ఒక గంట చొప్పున నడవాలన్నది మీ లక్ష్యము. కాని మీరు 20 నిమిషాల చొప్పున వారానికి మూడు సార్లు నడిస్తే మీరు ఓడినట్లు భావించి మధ్యలో లక్ష్యము వదలి వేస్తారు .

ఉదాహరణకు పది నిమిషాల చొప్పున మీ లక్ష్యము వారానికి మూడు సార్లు నడవాలని పెట్టుకొని, రెండు వారాల తరువాత మీరు మీ లక్ష్యము చేరుకొంటున్నారన్న భావన కలిగి , ఆ తరువాత 20 నిమిషాల చొప్పున వారానికి మూడు సార్లు నడిస్తే మీరు అనుకున్న బరువు తగ్గిలక్ష్యాన్ని పూర్తి చేయగలుగుతారు.

**లక్ష్య సర్దుబాటు :** మదిపు వేసుకోవడము ద్వారా చిన్న చిన్న సర్దుబాట్లు చేసికోవద్దు తద్వారా నిర్దేశిత లక్ష్య మైన ఆరోగ్యాన్ని అందుకోగలుగుతారు .

చివరగా ఒక సారి సమీక్షించుకొంటే SMARTER పరిధిలో లక్ష్యాలు నిర్దేశించుకోవడము వల్ల

1. విజయానికి మంచి అవకాశము ఉంటుంది
2. లక్ష్య దిశలో వెళ్ళడానికి మరియు మధ్యలో వదలి వేయకుండా ఉండడానికి సాధ్యమవుతుంది.
3. లక్ష్యము సాధించే పనిలో జరిగే ప్రగతి ఆయా వ్యక్తులను ముందుకు నడిపిస్తుంది .
4. మెరుగైన అవకాశాలతో లక్ష్యాన్ని సాధించ గలుగుతారు.

ప్రభుత్వ ఉద్యోగులు వారి వారి నిర్దేశిత లక్ష్యాలను తరచూ మధింపు వేసుకోవడము ద్వారా smarter లక్ష్యాలను నిర్ణయించుకుంటారు .

## Stress Management (పని ఒత్తిడి నిర్వహణ)

సమయం (75 నిమిషాలు)

ఒక వ్యక్తికి ఉన్న వ్యక్తిగత మరియు సామాజిక వనరులకు మించిన పనులు చేయవలసి ఉన్నప్పుడు అతను లోనయ్యే పరిస్థితిని ఒత్తిడి అంటారు.

ఇంకొకలా చెప్పాలంటే మనముందున్న సవాలు మన యొక్క శక్తిసామర్థ్యాలకు పరీక్ష పెట్టినప్పుడు కలిగే స్థితిని ఒత్తిడి అంటారు.

ఒత్తిడి అనునది మన శారీరక, మానసిక పరిస్థితిపై ప్రభావం చూపుతుంది.

సాధారణంగా ఒత్తిడి వాతావరణ, కుటుంబ సంబంధ, కార్యస్థానము, శారీరక మరియు మానసిక పరిస్థితులవల్ల కలుగుతుంది. ఒత్తిడి వల్ల మనుషులలో CORTISOL (కార్టిసోల్) అను హార్మోన్ విడుదల అవుతుంది.

ఇది మనిషిని పోరుకు ఉసికోలుపుతుంది. ఇలా జరగడం వలన ప్రాణహానికి, చావక మిగిలి ఉన్న భావనను కలిగించి బాధాకరమైన పరిస్థితికి తీసుకుపోతుంది.

ఈ రోజుల్లో ఒత్తిడి కార్యస్థానంలో గాని, ఇంటిలో గాని ఏర్పడే అవకాశాలు ఉన్నాయి.

### ఒత్తిడి యొక్క పరిణామాలు :

ఒత్తిడి యొక్క పరిణామాలు మనిషి యొక్క మెదడుపై, ప్రవర్తనపై, శరీరంపై మరియు కార్యస్థితిపై ఉంటాయి.

మనసుపై ఒత్తిడి ప్రభావము వలన ఉత్సుకత భావము, చిరాకు పడటం, కోపము, కలవరపాటు, విచారము, మనసు కృంగుట, అతి జాగ్రత్త, భయానక స్థితి, నిద్రలేమి, అధికాలోచనలు, భావోద్వేగము లేదా కోపముతో రగలడం, ఏకాగ్రత తగ్గడం, జ్ఞాపకశక్తి తగ్గడం, స్తోమత తగ్గడం లేదా నిర్ణయలేమి వంటి అనేక పరిణామాలు ఉంటాయి.

ఒత్తిడి వలన మనుషుల ప్రవర్తనపై ప్రభావము యుంటుంది.

సహచరుల నుండి దూరంగా జరగడం, తరచుగా విరామము తీసుకోవడం, అతిగా మాట్లాడటం, పౌరులపై, సహచరుల పై కోపంతో ఊగిపోవడం, ఆకలి లేమి లేదా అతిగా తినడం, చేస్తున్న పనిని వదలి ఇంకొక పనికి మల్లడం, అనారోగ్యకర లేదా దురలవాట్లకు లోను కావడం జరుగుతుంది.

### శారీరక ప్రభావాలు :

ఒత్తిడివల్ల తలనొప్పి, కళ్ళు తిరగడం, మెడ, దవడ, లేదా భుజకండరాల పట్టివేత, చెమట పట్టడం, ఊపిరి అందకపోవడం, గుండెదడ హెచ్చడం, పళ్ళు కొరకడం మరియు ప్రాపంచికవిషయాల పై విముఖత, దిశానిర్దేశలేమి, అకారణత్వం, శిక్షింప బడుతానేమోనన్న భావము, మరియు అపనమ్మకము వంటి ప్రభావములు ఉంటాయి.

### పరిసరాల ప్రభావము:

ఒత్తిడి వలన పనిచేయు స్థలంలో ఉత్సాహలేమి, సానుభూతి కోరుకోవడం, నిశబ్దంగా ఉండడం, సంభాషణ దోష అందరితో కలిసి పనిచేయలేకపోవడం, ఏకాంతం కోరుకోవడం బృంద స్ఫూర్తి లేకపోవడం, వంటి ప్రభావాలు కూడా కలుగుతాయి. తక్కువ ఉత్పాదకత, ఉద్రేక లేదా వివాదాత్మక ప్రవర్తన, ఎక్కువగా గైరుహాజరు కావడము, అనారోగ్యకర పరిస్థితులు , దురలవాట్లకు లోనవడము జరుగుతుంది .



## ఒత్తిడి ప్రశ్నావళి

1. మీరు దినాంతము వరకు శక్తి కోల్పోయి అలసినట్లు అవుతున్నారా?  
ఎప్పుడు కాదు 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5 దాదాపు ఎప్పుడు
2. ఇంటిలో హాయిగా సేద తీరుతారా?  
నెవెర్ 1 2 3 4 5 ఎల్లప్పుడు
3. మీరు కండరాల బిగుతుకు లేదా ఒత్తిడికి గాని గురయ్యారా?  
నెవెర్ 1 2 3 4 5 తరచుగా
4. మీ ఉద్యోగం గురించి దిగులు పడుతున్నారా?  
నెవెర్ 1 2 3 4 5 నిరంతరం
5. ఇతరులు మిమ్మల్ని మీరు కావల్సిన విశ్రాంతి తీసుకుంటున్నారని అంటారా?  
అవును 1 2 3 4 5 లేదు.
6. మిమ్మల్ని మీరు తక్కువగా భావించుకుంటారా?  
నెవెర్ 1 2 3 4 5 తరచుగా
7. ఉద్యోగ పనిని చక్కగా ప్రణాళిక వేసుకుని చేసి, రోజు ఎలా గడుస్తున్నదో గమనిస్తారా?  
అక్కరలేదు 1 2 3 4 5 నెవెర్
8. వేరేవాళ్ళు నీ గురించి ఏమనుకుంటారో అని ఆలోచిస్తారా?  
పట్టించుకోను 1 2 3 4 5 చాల పట్టించుకుంటాను
9. నిన్ను నీవు తీరిక లేకుండా సమయాన్ని కేటాయించుకుంటావా?  
నెవెర్ 1 2 3 4 5 నిరంతరము
10. నీ పని నీ కుటుంబము లోకి జొరబడ నిస్తావా?  
నెవెర్ 1 2 3 4 5 నిరంతరము.

## వ్యక్తిగత జీవిత సంఘటనల విశ్లేషణ:

గత పన్నెండు నెలలలో జరిగిన సంఘటనల ఆధారముగా మనపై పడిన ఒత్తియాడి విలువను గుండ్రముగా గీసి చూడవలెను.

సంఘటన	విలువ
విడాకులు	73
వివాహ సంబంధ సమస్యలు	65
దగ్గరి బంధువుల మరణము	100
వ్యక్తిగత గాయము లేదా అనారోగ్యం	53
వివాహము	50
కొత్త ఉద్యోగం	47
కార్యస్థానములో స్నేహితులు లేకపోవుట	15
కుటుంబాన్ని వదలడం	45
కుటుంబ సభ్యుల అనారోగ్యం	44
గర్భం ధరించడం	40
లైంగిక సమస్యలు	39
కుటుంబసభ్యుల చేరిక	39
ఇంటిని సవరించుట	39
ఆర్థిక హోదాలో మార్పు	38
ప్రాణమిత్రుని మరణము	37
వృత్తి మార్పు	36
కుటుంబ సభ్యుల ఒత్తిడి	55
ఎక్కువ మొత్తములో ఋణము	31
వృత్తి బాధ్యతలలో మార్పు	29
కుటుంబ సభ్యులు ఇంటిని వదలడం	29
అత్తగారి ఇంటినుంచి కష్టం	29
గొప్ప వ్యక్తిగత విజయం	28
శ్రీమతి పని చేయకపోవటం	26

చదువు పూర్తి చేయటం	26
జీవన స్థితిగతుల మార్పు	25
వ్యక్తిగత అలవాట్ల పునఃశ్చరణ	24
అధికారులతో సమస్య	23
పనివేళలు, స్థితుల మార్పు	20
గృహ మార్పు	20
విలాస, వినోదాలలో మార్పు	19
సామాజిక పరిస్థితులు మార్పు	18
ఎక్కువ డబ్బులు లేకపోవటం	17
నిద్ర అలవాట్లలో మార్పు	16
కుటుంబ సమావేశాల సంఖ్య మార్పు	15
భోజన అలవాట్ల మార్పు	15
సెలవులు	13
పండగల కాలం	12
కొత్తపని స్థలంలో సర్దుబాటు	11

పైన తెలిపిన సంఘటన ఆధారముగా మీకు వచ్చిన మొత్తము మార్కులను (score) క్రింది విధముగా విశ్లేషణ చేయాలి. గుండ్రముగా చుట్టిన నెంబర్ల ఎదురుగా ఉన్న విలువల మొత్తంను లెక్కకట్టండి. మీ స్కోరు మొత్తం 150 కంటే ఎక్కువ ఉంటే ఒత్తిడిని రోజువారీ జీవితంలో తగ్గించుకొనే మార్గం చూడండి. మీ స్కోరు ఎంత ఎక్కువ ఉంటే, అంత శారీరకంగా గట్టిగా ఉండవలసిన అవసరాన్ని చెబుతుంది.

**వ్యక్తిగత జీవిత సంఘటనల విశ్లేషణల వలన ఉండే ఉపయోగాలు.**

1. దీని వలన మన జీవితములోని వివిధ సంఘటనలు, అవి తెచ్చే ఒత్తిడిని గమనించ కలుగుతాము.
2. ఈ లిస్టును అందరు కుటుంబ సభ్యులు గమనించేలా ఏర్పాటు చేసి ప్రతిదినము సాధ్యమయినంత మేరకు గమనించేలా చూడగలరు.
3. ఈ సంఘటనలు జరిగినప్పుడు అవి తెచ్చే ఒత్తిడిని గుర్తించే అలవాటు చేసుకోవాలి.

4. మీకు ఈ సంఘటనలు ఏ మేరకు అవసరమో అర్థముచేసుకోని, మీ భావాలను గమనించండి.
5. ఈ సంఘటనలను మీరు సర్దుబాటు చేసుకొనే అనేక మార్గాలను గమనించండి.
6. ఒక నిర్ణయానికి రావడానికి మీ కాలాన్ని వెచ్చించండి.
7. రాబోవు సంఘటనలను ముందే గమనించి, వాటిని ఎదుర్కొనే ముందస్తు ప్రణాళిక సిద్ధం చేసి ఉంచుకోండి.
8. ఆ విధంగా మనము ఎంత తొందరలో ఉన్నప్పటికీ, మనల్ని మనం సన్నద్ధము చేసుకోవచ్చును.
9. మనము విజయాల్ని ఆనందించిన రోజును కూడా సాధారణ దినంగానే భావించండి. ఇదే చివరి ప్రయత్నం కాకూడదు. మనల్ని మనం అభినందించు కుంటూనే, ముందుకు సాగిపోవాలి.
10. ఒత్తిడి ఎలా మన అంతర్గత వ్యవస్థను నిర్బంధిస్తుందో తెలుసుకుంటూ, మన ఆరోగ్యము మరియు మంచి జీవన శైలిని అది ఎలా ప్రభావితము చేస్తుందో గమనించండి.

### అనుకూల శక్తి నిర్మాణము :

మనం ఒత్తిడిని తిరగొట్టడం, ఎదుర్కోవడం, తనకు తానుగా సహకరించుకోవడం ద్వారా పునరుత్తేజం పొందాలి. దీని కొరకై మనకు స్వయం స్పృహ మరియు స్వయం పరిశీలన అవసరం. అలాగే సంబంధ భాందవ్యాల విలువలను గుర్తించాలి. స్వయం జాగృతితో శారీరక, మానసిక, ఉద్వేగాల మరియు సామాజిక భావాలతో శక్తిని పొందాలి.

### శారీరక శక్తి నిర్మాణం :

కూర్చున్న స్థానము నుంచి ప్రతి 90 లేదా 120 నిమిషాలకు ఒక సారి లేచి నడవడము, మెట్లు ఎక్కిదిగడము, సాధారణముగా మన వాహనాలు నిలిపే స్థలము నుంచి నడవడము, మనము కూర్చున్న స్థలములో కాళ్ళు, చేతులు మరియు ఒంటిని సాగదీయడం, దీర్ఘ శ్వాస తీయడం మరియు వదలడం, మంచి ఆహారం తీసుకోవడం, తగినంత విశ్రాంతి మరియు నిద్ర ద్వారా శారీరక శక్తి నిర్మాణం చేసుకోవచ్చును.

### మానసిక శక్తి నిర్మాణం :

ఎప్పుడు ఒత్తిడి ఉండడం వల్ల మెదడు ప్రేరేపించ బడుతుంది. ఒత్తిడి కేంద్రము మరి మరి ప్రేరపించబడడం చేత ఒక అచేతన స్థితి కలుగుతుంది. అప్పుడు ఏ పని చేయలేని నిస్సహాయ స్థితి ఏర్పడుతుంది. మానసిక వ్యాయామం అలవాటు చేసుకొని ఒత్తిడిని తగ్గించుకోవాలి. తద్వారా మానసిక శక్తి నిర్మాణము చేసుకోవాలి.

### ఉద్వేగ శక్తి నిర్మాణం :

మన ఉద్వేగం మంచిదా, కాదా అన్న మీమాంస వదిలివేయాలి. మన ఆలోచనలు, భావనలు మరియు చర్యలు మనల్ని మనం అర్థం చేసుకోవడానికి అవసరమైన సాధనాలుగా భావించాలి.

మనల్ని మనం అర్థం చేసుకున్నప్పుడు సరియైన నిర్ణయాలు తీసుకుంటాము. అందరితో మంచి సంబంధాలు కొనసాగిస్తాము, మరియు సంతృప్తి కరమైన జీవితాన్ని గడుపుతాము. అందరిలో ఉద్వేగ క్షణాలు లేదా ఉద్వేగభరిత చిరాకు ఉండి మనల్ని ఉద్వేగ భరితంగా స్పందించడానికి పురికోలుపుతాయి. మనల్ని పురికోలిపే ఉద్వేగ స్థితులను మనం తెలుసుకుంటే మన ఉద్వేగాన్ని చక్కగా అదుపులో ఉంచుకుంటాము.

### సామాజిక శక్తి నిర్మాణము :

సామాజిక శక్తి నిర్మాణానికి ఇతరులతో అర్థవంతమైన సంబంధాలను కలిగి ఉండాలి. ఇందుకు దోహదపడే ఉప వ్యవస్థ ఏర్పరచుకోవాలి. మనల్ని మనం అందరికీ అందుబాటు లో ఉంచుకోవాలి. ఇతరుల పట్ల ఆసక్తి కలిగి ఉండాలి. మన సహచరుల సహాయ సహకారాలు తీసుకోవాలి. మన ఆలోచనలను ఇతరులతో పంచుకోవాలి. ఇతరుల అభిప్రాయాలను గమనించాలి. అలాగే అభినందించాలి. మనము వివిధ మార్గాల ద్వారా సమాచారాన్ని బాగా సేకరించాలి. స్వయం జాగృతికై ప్రతిరోజు రెండు సార్లు అనగా ఉదయం 6 గంటలకు మరియు రాత్రి 10 గంటలకు దీర్ఘ శ్వాస తీసుకోవాలి.

## Leadership and Team Building

### (నాయకత్వము - జట్టు నిర్మాణం)

సమయం (75 నిమిషాలు)

ఒక బృందంగా వుండే వ్యక్తులు ఒక వర్గముగా మారడానికి సాధన అవసరం. ఒక బృందంలో సభ్యులకు ఒక ఉమ్మడి లక్ష్యం వుండదు. ఒకే ప్రయోజనం కోసం సమన్వయంతో పని చేయాల్సిన భాద్యత వుండదు.

వర్గము అంటే దానికి పూర్తిగా భిన్నంగా రకరకాల సామర్థ్యాలను, నైపుణ్యాలను, తెలివితేటలను ఉపయోగించి ఒక లక్ష్యం సాధించడం, ఒక సమస్య పరిష్కరించడం, ఒక గమ్యం చేరడం. ఈ క్రమంలో ఒకరి బలాలు, బలహీనతలు, అర్థం చేసుకొని పరస్పర సహకారంతో బలహీనతలను అధిగమించడానికి అవసరమైన అవగాహనను ఏర్పరచుకోవడం.

ఒక లక్ష్యం నిర్దేశించుకొన్న తరువాత ఒక పద్ధతి ప్రకారం ఎవరెవరు ఏ ఏ పనులు చేయాలో నిర్ణయించుకొని, ఎవరెవరు ఏ మేరకు కృషి చేయగలరో స్పష్టమైన అంచనాలతో కలిసి పనిచేసే ఫలితం సాధించగలుగుతారు.

ఒక జట్టు నిర్మాణం అంటే విడి విడిగా వున్న వ్యక్తులందరిని ఒక శరీరంలోని భిన్న అంగాలుగా మార్చడం వంటి ప్రక్రియ.

ఎవరి ప్రత్యేకతలు వారికుంటూనే, మిగిలిన వారికీ సహకరిస్తూ, సహకారం తిరిగి పొందుతూ ఒకే లక్ష్యం వైపు ప్రయాణించడం. ఫలితం సాధించడం అవసరము కాబట్టి యీ పని పరస్పర సహకారంతో కలిసి పనిచేయడం తోనే సాధ్యమవుతుంది.

తమ శాఖలోని పనిని మెరుగు పరచుకోవాలనుకున్న, సమర్థ వంతంగా నిర్వహించాలనుకున్నా, కలిసి ప్రజల సమస్యలను పరిష్కరించడం కోసం ఒక జట్టును నిర్మించుకోవలసి వుంటుంది.

ఈ సమస్యలు పరిష్కరించే క్రమంలో కొందరి దృష్టి వ్యక్తిగా తమ పాత్రకే పరిమితమై మొత్తం సమస్య యొక్క సమగ్రతను విస్మరించవచ్చు. మరి కొంత మందికి సామర్థ్యం వున్నా వారి సొంత కృషి లోనే నిమగ్నమై మిగిలిన వారితో సమన్వయం చేసుకోలేక పోవచ్చు.

జట్టు విజయం సాధించాలంటే జట్టులోని సభ్యులందరూ పరస్పరము సహకరించు కోవాలని గుర్తించడం చాలా అవసరం. కొన్ని సందర్భాలలో ఫలితాలను సాధించడములో పురోగతి లేనప్పుడు లేదా సమస్యలు పరిష్కారం కానప్పుడు అది నిస్సహా దారి తీయవచ్చు. ఈ నిస్సహా వల్ల గాని, ఫలితం చూపించాలనే అత్యుత్సాహం వల్ల గాని కొన్ని సార్లు నియమ నిబంధనలు ఉల్లంఘించడానికి ప్రయత్నంచవచ్చు.

అలాగే జట్టులోని కొంత మంది నిరాశతో మధ్యలో ఏ పనినైనా వదిలివేయవచ్చు. జట్టులో తను చేయాల్సిన పనిని ఇతరులకు అప్పగించడం అంటే పనిపూర్తికావడానికి సహకరించడం గాను కావచ్చు, కాకపోనూవచ్చు. ప్రతి సభ్యుడు ఇతర సభ్యుల పని పురోగతి తెలుసుకుంటూ ఉన్నప్పుడే ఎవరికి ఎలా సహకరించాలో గుర్తించగలడు. ఆ మేరకు సహకరించగలడు.

అయితే కొంతమంది పరోక్షంగా ఆధిపత్యం కోసం ప్రయత్నించవచ్చు. ఆధిపత్యం నాయకత్వం రెండు ఒకటి కాదు. కొంతమంది తమ పెత్తనాన్ని ఇతరులు అంగీకరించనప్పుడు జట్టులో విభేదాలు కల్పించే ప్రయత్నం చేయవచ్చు.

వ్యక్తిగత సామర్థ్యాలను నిర్మాణాత్మకంగా ఉపయోగిస్తే జట్టు విజయానికి కారణమౌతారు. వీటినే తమ స్వీయ ప్రయోజనాలకు వాడితే, వినాశకర ప్రయోజనాలకు వారు బాధ్యులు అవుతారు.

జట్టులో ఒక బలమైన సంబంధం ఏర్పడడానికి ప్రతిభావంతమైన అభివ్యక్తికరణ వుండాలి. జట్టు అంతటికి మంచి అభివ్యక్తికరణ నైపుణ్యాలుండి, ఫలితాలు సాధించడం సులభతరం అవుతుంది. అంటే జట్టు మొత్తంగా చాలా వేగంగా వ్యూహాలు రూపొందిం కోవచ్చు.

పనిలో జట్టు మధ్య సమన్వయాన్ని ఆ జట్టుకు నాయకత్వం వహించడాన్ని కీలకంగా గుర్తించాలి. సమస్యల పరిష్కారానికి పరస్పరం సమాచారం అందించు కోవడం,

తమ వద్ద వున్నదాన్ని అరమరికలు లేకుండా పంచుకోవడం, ఒకరి బలహీనతలను మరి ఒకరి బలముతో పూరించడం, ఆయా పరిస్థితులను బట్టి వ్యక్తుల ప్రత్యేక సామర్థ్యాలను వినియోగించడం అనేవి జట్టు ప్రతిష్ఠకు దోహదపడతాయి. వ్యక్తులుగా అద్భుతమైన తెలివి తేటలు, నైపుణ్యాలు, సామర్థ్యములు వున్నప్పటికీ ఏ ఒక్కరూ అద్భుతాలు సృష్టించలేరు. వారి సామర్థ్యాలతో కొన్ని పరిస్థితులలో విజయం సాధిస్తూ మరి కొన్ని పరిస్థితులలో విఫలమవుతారు.

ఒక జట్టుగా వున్నపుడు ప్రతి ఒక్కరి శక్తి సామర్థ్యాలను వాడుకొని, ఏ పరిస్థితివైనా ఎదుర్కొనే అవకాశం వుంటుంది .

పరిస్థితుల కనుగుణంగా దానికవసరమైన సామర్థ్యం కలిగిన వ్యక్తిని ఎంపిక చేసుకొని ఆ ప్రత్యేక పరిస్థితిని ఎదుర్కొనే నాయకత్వం అప్పగించడమే జట్టు నిర్మాణం.

వ్యక్తులుగా ఒకరితో ఒకరు పోటీ పడటం కాకుండా మొత్తం మంది కలిసి సమస్యల పరిష్కారానికి పోటీ పడటమే జట్టు లక్ష్యం.



## తెలంగాణ రాష్ట్ర, జిల్లా పరిపాలన వ్యవస్థ

స్వతంత్ర్యానంతరము భారత దేశములో అంతకుముందు ఉన్న రాష్ట్రాలలో నుండి విడదీసి కొన్ని నూతన రాష్ట్రాలు ఏర్పాటు చేయబడ్డాయి. కానీ తెలంగాణ రాష్ట్ర అవతరణ అందుకు భిన్నమైనది. ఎందుకంటే విడిగా ఉన్న రాష్ట్రాన్ని బలవంతగా ఇతర రాష్ట్రములో కలుపగా తీరని అన్యాయానికి గురికాబడినది. దానితో తీవ్ర నిరాశ చెందారు. ఆంగ్లేయుల పాలన కంటే ముందు నుంచే భారత దేశములో అనేక సంస్థానాలు ఉండేవి.

అందులో నిజాం పాలనలో గల హైదరాబాద్ సంస్థానము ఒకటి. ఈ సంస్థానము లోనే ప్రస్తుత తెలంగాణా రాష్ట్రము ఉండేది.

భారత దేశములోని ఇతర ప్రాంతములలో పాటు కోస్తాంధ్ర ప్రాంతాలకు తేది: 15-8-1947 నాడు స్వాతంత్ర్యము వచ్చి ఉమ్మడి మద్రాసు రాష్ట్రములో అంతర్భాగమై ఉండేది. హైదరాబాదు సంస్థానము మాత్రము రజాకార్ల పై జరిపిన పోలీస్ చర్యనంతరము తేది : 17-9-1948 నాడు నిజాము పాలనా నుండి విముక్తి పొంది హైదరాబాద్ రాష్ట్రముగా ఏర్పడినది. 1935 లో మద్రాస్ రాష్ట్రాన్ని విభజించి కర్నూల్ రాజధానిగా ఆంధ్ర రాష్ట్రము ఏర్పాటు చేయబడినది. భాషా ప్రయుక్త రాష్ట్రాల ఏర్పాటుకై పొట్టి శ్రీరాములు గారు దీక్ష చేసి అమరులైన తదుపరి, రాష్ట్రాల ఏర్పాటుకై శ్రీ ఫజల్ ఆలి గారి అధ్యక్షతన కమిటిని నియమించడమైనది. ఈ కమిషను 1955 లో ప్రభుత్వానికి నివేదిక సమర్పించినది . ఆ నివేదిక అనుసారము పెద్దమనుషుల ఒప్పందము మేరకు తేది : 1-11-1956 తెలంగాణా మరియు ఆంధ్ర రాష్ట్రాలను కలిపి ఆంధ్రప్రదేశ్ పేరుతో ఒకే రాష్ట్రము హైదరాబాదు రాజధానిగా ఏర్పాటు చేయబడినది.

కాని పెద్దమనుషుల ఒప్పందము ప్రకారము సామాజిక, రాజకీయ, ప్రభుత్వ పదవులలో తెలంగాణాకు సముచిత న్యాయము జరుగుట లేదని గ్రహించి ఆయా సమయాలలో ఒప్పందము ప్రకారము తాము విడిపోతామని, తమకు తెలంగాణా ప్రత్యేక

రాష్ట్రము కావాలని కోరుతూ ఉద్యమాలు చేపట్టడము జరిగినది. 1969 లో పెద్ద ఎత్తున జరిగిన ఉద్యమములో సుమారు 350 విద్యార్థులు మరణించడము జరిగినది.

తెలంగాణ ప్రాంతం వారి ఉద్యోగ భద్రత కై అమలులోనున్న ముళ్ళి నిబంధనలు రాజ్యసభాములోని అధికరణము 35 (బి) ననుసరించి చెల్లుబాటులో ఉన్నవని తేది:16-10-1972 న అత్యున్నత న్యాయస్థానము ఉత్తర్వులు ఇవ్వడము జరిగినది. ఈ ఉత్తర్వును వ్యతిరేకిస్తూ ప్రత్యేక ఆంధ్రా ఉద్యమము చేపట్టినారు, కాని కలిసి ఉండాలని కోరుకోలేదు.

తెలంగాణ ప్రాంత ఉద్యోగ భద్రతకై కంటితుడుపు చర్యగా జి.బి.610 జారి చేసి మిన్నకుండి పోయారు. కాని సరియైన న్యాయము జరగలేదని, శ్రీ.గిరిగిలాని కమిటి తెలియజేసింది.

నీటి వనరులైన కృష్ణ, గోదావరి నదులు తెలంగాణ ప్రాంతములోనించి ప్రవహించి నప్పటికీ ఆనకట్టలు ఆంధ్రా ప్రాంతానికి అనుకూలంగా నిర్మింపచేసినారు. ఆ విధంగా తెలంగాణ వ్యవసాయానికి న్యాయము జరగలేదు. ఇక్కడి ప్రజలు బోర్ బావులపైనే ఆధారపడ వలసి వచ్చి, భూగర్భ జలాలు అడుగంటినాయి. కరెంటు కొరతతో వ్యవసాయము బాగా దెబ్బ తిన్నది.

ఉద్యోగాలు లేక యువకులు, వ్యవసాయం గిట్టుబాటు కాక రైతులు, చేనేత కార్మికులు ఇలా అనేక వర్గాలు తీవ్ర నిరాశ నిస్సహాయులకు గురి అయినారు.

ఇలాటి సమయములో శ్రీ. కె. చంద్ర శేఖర్ రావు గారి ఆధ్వర్యములో గత 12 సంవత్సరాల పైబడి సాగిన ప్రత్యేక తెలంగాణ ఉద్యమము జరిగి, వారి నిరాహార దీక్ష ఫలితముగా ప్రత్యేక తెలంగాణ రాష్ట్రము తేది:2-6-2014 లో ఏర్పాటు చేయబడినది.

ఆ సంవత్సరములో జరిగిన ఎన్నికలలో ప్రత్యేక తెలంగాణ రాష్ట్రానికి పోరాటము సాగించిన తెలంగాణ రాష్ట్ర సమితి పార్టీ విజయము సాధించి ప్రభుత్వమును గౌరవ శ్రీ కె. చంద్ర శేఖర్ రావు గారి ఆధ్వర్యములో ప్రభుత్వము ఏర్పాటు చేయబడినది .

తేది: 2-06-2014 న తెలంగాణ రాష్ట్రము భారతదేశములో 29వ రాష్ట్రముగా ఏర్పాటు చేయబడి తెలంగాణ ప్రజల పోరాటానికి సరియైన ముగింపు వచ్చింది . ఇక్కడి ప్రజల

సామాజిక, సాంస్కృతిక, రాజకీయ మరియు ప్రజల ప్రత్యేక అవసరాలు తీర్చేందుకు మార్గము సుగమమయినది .

తెలంగాణ రాష్ట్రము 15 50'N నుంచి 19 51' N Latitude (రేఖాంశము) మరియు 77 15' E నుంచి 81 19' E longitude(అక్షాంశము) ల మధ్యనున్న దక్కను పీటభూమి. ఆంధ్ర ప్రదేశ్ రాష్ట్ర పునర్విభజన చట్టము ద్వారా సవరించబడి తెలంగాణ ప్రాంత ఖమ్మము జిల్లాలోని 327 గ్రామాలు పోలవరము ముంపు భూములుగా ఆంధ్ర లో కలుపబడినాయి .

తెలంగాణ భౌగోళికంగా 1,12,077 చ .కి.మీ విస్తీర్ణములో ,3,50,04.000 ల జనాభా తో గలదు . ఇందులో 176 .12 లక్షలు పురుషులు ,173.92 లక్షలు స్త్రీ జనాభా కలదు. భారత దేశపు అధిక జనాభా గల రాష్ట్రాలలో 12 స్థానము ఆక్రమిస్తుంది . 1000 పురుషులకు, 988 మంది స్త్రీ జనాభా నిష్పత్తి కలిగి ఉంది .

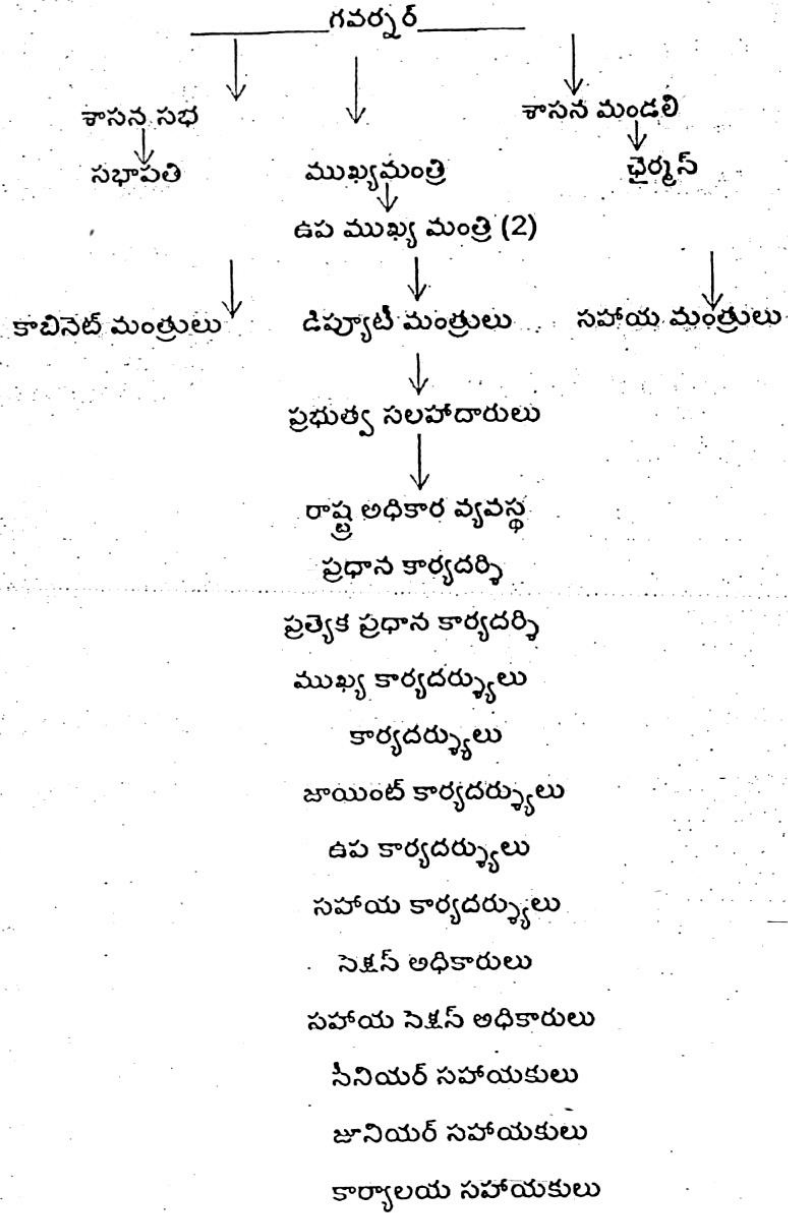
తెలంగాణ రాష్ట్రము సముద్ర తలానికి 600 మీటర్ల ఎత్తుగల ప్రాంతము, 300 నుంచి 600 మీటర్ల ఎత్తుగల ప్రాంతము మరియు 300 మీటర్ల ఎత్తుగల ప్రాంతాలుగా విభజించవచ్చు.

తెలంగాణ రాష్ట్ర ప్రభుత్వము రాష్ట్ర పక్షిగా పాలపెట్ట, రాష్ట్ర జంతువుగా కృష్ణ జింక, రాష్ట్ర పుష్పముగా తంగెడుపువ్వు మరియు రాష్ట్ర వృక్షముగా జమ్మి చెట్టుగా ప్రకటించబడినవి.

ప్రతి రాష్ట్రంలో ఉన్నట్టే తెలంగాణకు కూడా శాసన వ్యవస్థ, అధికార వ్యవస్థ మరియు న్యాయ వ్యవస్థ ఉంటాయి.

శాసన వ్యవస్థలో రాష్ట్రానికి గవర్నర్ రాజ్యాంగబద్ధ అధిపతిగా ఉంటారు. ముఖ్యమంత్రి ఆధ్వర్యములో ప్రభుత్వము పనిచేస్తూ వారికి సలహాలు ఇస్తుంది. ప్రభుత్వము శాసనసభ ద్వారా మరియు శాసన మండలి ద్వారా ఆమోదము పొంది చట్టాలు చేసి, గవర్నర్ ఆమోదము పొందుతుంది. కొన్ని సార్లు ప్రభుత్వము అత్యవసర సమయాలలో చట్టము చేయడము ద్వారా కాకుండా ఆర్డినెన్సు ద్వారా చట్టము తెచ్చి తదుపరి శాసన సభ మరియు శాసన మండలి లో ఆమోదము పొందవచ్చు. ముఖ్యమంత్రికి పరిపాలనలో సహాయపడటానికి కాబినెట్ స్థాయి, డిప్యూటీ లేదా సహాయస్థాయి మంత్రులను నియమించుకొంటారు.

వీరికి పరిపాలనలో సహాయపడేటందుకు కాబినెట్ స్థాయిలో అధికార్ల తరపున ప్రధాన కార్యదర్శి ఉంటారు. శాసన వ్యవస్థ క్రింద సూచించిన విధముగా .



జిల్లా పాలన యంత్రాంగము:

రాష్ట్రము ఏర్పడిన రెండున్నర ఏళ్ళకాలము పరిపాలనలో విషయాలను గమనించిన తరువాత ముఖ్యమంత్రి గారు పది జిల్లాలలో ఏర్పడిన తెలంగాణా రాష్ట్రములో 31 జిల్లాలను మరియు నూతన మండలాలను కూడా ఏర్పరచి ప్రజా సౌలభ్యము, పరిపాలనా సౌలభ్యము కలిగించారు. ప్రస్తుతము మన రాష్ట్రములో 31 జిల్లాలు, 68 రెవిన్యూ డివిజన్లు, 464 మండలాలు, 8687 గ్రామపంచాయితీలు, 25 నగరపాలక పంచాయితీలు, 37 మున్సిపాలిటీలు ఉన్నాయి. 119 శాసనసభ స్థానాలు ఉన్నాయి.

ప్రతి జిల్లాకు జిల్లా పరిపాలనాధికారిగా కలెక్టర్ గారు ఉంటారు. వీరు జాతీయ సివిల్ సర్వీస్ అధికారి అయి ఉంటారు. వీరికి ప్రత్యేక డిప్యూటీ కలెక్టర్ స్థాయి అధికారి జాయింట్ కలెక్టర్ గా ఉంటూ పరిపాలనలో సహకరిస్తూ ఉంటారు. జిల్లా కలెక్టర్ కార్యాలయములో జిల్లా రెవిన్యూ అధికారి పరిపాలనలో కలెక్టర్ గారికి సహకరిస్తూ ఉంటారు.

ప్రతి జిల్లాను రెండు నుంచి మూడు సబ్-డివిజన్లుగా విభజింపబడి ఉంది. ప్రతి సబ్-డివిజన్ కు డిప్యూటీ కలెక్టర్ స్థాయి అధికారి రెవిన్యూ డివిజనల్ అధికారిగా ఉంటూ పరిపాలనాధికారిగా కలెక్టర్ గారికి సహకరిస్తూ ఉంటారు.

#### జిల్లా పరిపాలనాధికారి

జాయింట్ కలెక్టర్	సూపరింటెండెంట్ ఆఫ్ పోలీస్
జిల్లా రెవిన్యూ అధికారి	అసిస్టెంట్ సూపరింటెండెంట్ ఆఫ్ పోలీసు
సబ్-కలెక్టర్ / అసిస్టెంట్ కలెక్టర్ / రెవిన్యూ	డివిజనల్ పోలీస్ అధికారి
డివిజనల్ అధికారి	వలయాధికారి
తహసీల్దార్	సబ్-ఇన్స్పెక్టర్
ఉప తహసీల్దార్	సహాయ సబ్-ఇన్స్పెక్టర్
సీ. సహాయకులు / మండల రెవిన్యూ ఇన్స్పెక్టర్	హెడ్ కాంస్టేబుల్
జి. సహాయకులు / గ్రామ రెవిన్యూ అధికారి	కాన్ స్టేబులు / రైటర్
కార్యాలయ సహాయకులు / గ్రామ సహాయకులు	

నీటి పారుదల, రోడ్స్ మరియు భవనములు, పంచాయతీరాజ్, జిల్లా సంక్షేమ అధికారి, ఫారెస్ట్, వాణిజ్య పన్నులు, జిల్లా పౌర సరఫరా అధికారి, జిల్లా గ్రామీణ అభివృద్ధి అధికారి, జిల్లా పరిషత్ ముఖ్య అధికారి ఇలా ప్రతి శాఖకు ఒక జిల్లా స్థాయి అధికారి ఉంటూ జిల్లా పరిపాలనా అధికారి అయిన కలెక్టర్ గారికి పరిపాలనలో సహకరిస్తూ ప్రభుత్వము చేపట్టిన ప్రజా ప్రయోజన పనులు, సంక్షేమ పథకాల ప్రయోజనాలు ప్రజలకు అందేలా చూస్తారు.

60 సంవత్సరములు ఉద్యమములు నడిపి, ముఖ్యముగా గత 13 సం.లు.కే. చంద్ర శేకర్ రావు గారి ఆధ్వర్యములో వారు చావు చివరి అంచుదాకా వెళ్లి మరియు ఎందరో విద్యార్థులు, యువకులు, స్త్రీలు, పురుషులు ఆసువులు బాసే మనకు ప్రత్యేక తెలంగాణ రాష్ట్రము సాధించి పెట్టినారు. ఏ అన్యాయములు మనకు జరిగాయని భావించామో ఆ అన్యాయాలను రూపుమాపేటందుకు నడుంకట్టి వ్యక్తి గతముగా, సంస్థాగతముగా అంకిత భావముతో పనిచేసే ప్రజలకు మేలు జరిగేలా చూడాలంటే మనము మన పనితనాన్ని ఇలాంటి శిక్షణల ద్వారా ఎన్నో విషయాలు తెలుసుకొని మెరుగు పరచుకొని ప్రజలకు ఆనందమయ జీవితము ప్రసాదించాలి. అందుకు ప్రత్యక్ష ఉదాహరణ తేది 30-01-2017 ప్రయతమ ముఖ్యమంత్రి గారిచే 59000 ఎకరాలకు నీరందించే భక్త రామదాసు నీటిపారుదల ప్రాజెక్ట్ ప్రారంభోత్సవమే ప్రత్యక్ష నిదర్శనం. పని తీరు అంటే అలాఉండాలి. ప్రభుత్వ ప్రతిష్ఠ, ప్రజల బాగోగులు మనం అందిచే సేవలపై ఆధారపడి ఉంటాయని మరవకూడదు. అది గమనించి కూడా మనము పనిచేయకపోతే అందుకు తగిన శిక్షలు కూడ ఉన్నాయని మీకు తెలుపవలసిన పనిలేదని భావిస్తాను.



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