

**TELANGANA
LAST GRADE SERVICE
RULES, 1992**

(GOMs No. 565 GA (Ser. B) Dept, 24.10.1992)

*(Adapted by Telangana State in G.O.Ms.No.194,
G.A (Ser-B) Dept, dt.28.05.2016)*

Amendments

G.O.Ms.No.295, G.A. (Ser.B) Dept., dt.8.8.2000: (R 4 – Method of Appointment)

G.O.Ms.No.473, GA (Ser-B) Dept., Dt.18-12-2001: (R 14 - Postings & Tfrs)

G.O.Ms.No.34, G.A. (Ser.B) Dept., dt.3.2.2003: (Rule 5 – Qualifications)

G.O.Ms.No.227, GA (Ser-B) Dept., Dt.12-04-2007:

(Rule 2 – Constitution)

(Rule 4 – Method of Appointment)

(Rule 5 – Qualifications)

(Rule 7 – Reservation of Appointments)

(Rule 15 – Attendance on Ministers, C.M & Govt.Whip)

G.O.Ms.No.667, GA (Ser-B) Dept., Dt.26-11-2010: (Rule 2 - Constitution)

G.O.Ms.No.564, GA (Ser-B) Dept., Dt.28-09-2011: (Rule 8 - Age)

G.O.Ms.No.101, GA (Ser-B) Dept., Dt.06-03-2013: (Rule 12 - Seniority)

Rule 2: CONSTITUTION

The Service shall consists of (12) categories of Posts:

Cat (1): (a) Jamedar

(b) Jamedar Sweeper/Jamedar Scavenger

(c) Head Mali / Head Malan

(d) Daroga/ Head Chowkidar/ Head Watchman.

Cat (2): (a) Office Subordinates, Attender Warden/Peon –
Warden in the Prisons Department, Assistant
Record Keeper in Medical Education/Health &
Family Welfare Dept. Daffedars etc.,

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

- Cat (3) : Watchman, Attender cum Watchman Chowkidars etc.,.
- Cat (4) : Auto-Rickshaw Driver in the Scale of pay of O.S.
- Cat (5) : Cycle Orderly in the Scale of pay of O.S.
- Cat (6) : Ambulance Cleaner, Attender cum Cleaner etc.,
- Cat (7) : Helper, Chainman in the settlement, survey and land records and Agriculture Department and Town Planning Department etc.,.
- Cat (8) : Sweeper including sweeper - cum- scavenger and head sweeper etc.,.
- Cat (9) : Cooks, Butlers etc.,
- Cat(10): Head Farash, Farash etc.,
- Cat(11): Gardner, Malan, Mali etc.,
- Cat(12): Other posts by whatever designation in the scale of pay of Office Subordinates and with equivalent qualifications.

Rule 3

(a) Applicability of General Rules:

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

(b) Scope of the Rules:

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

Both full time and part time and employees who are engaged on contract and or on out sourcing basis

Rule 4: Method of Appointment

Category

Method of Appointment

1(a) Jamedar

By promotion from Cat 2 (a) or
2 (b) as the case may be
(OS and other posts OR OS in Non-ISF.)

(b) Jamedar Sweeper/
Jamedar Scavenger

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

(c) Head Mali/ Head
Malan

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

(d) Daroga/Head
Chowkidar/
Head Watchman

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

Cat 2 (a) Office Subordinates

and Other Posts Listed in
Cat(2) (a) :

(i) By D.R or

(ii) If any person in Cat 2(b) or
Categories 3 to 12 possesses
the qualifications prescribed
for D.R for appointment to
the posts in Cat 2(a) and are
willing for transfer, **by**
transfer of such personnel.

**(b) Office Subordinate
O/o Non-ISF records,
Hyd (GAD).**

**(i) By D.R or
(ii) If any person in Cat 2(b)
OR**

Categories 3 to 12 possesses the qualifications prescribed for D.R for appointment to the posts in Cat 2(a) and are willing for transfer, **by transfer** of such personnel

Categories 3 to 12

By D.R

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

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

Note 2 : 20% of the vacancies in the Category of Office Subordinates arising in the Dist.Revenue Establishment shall be filled by appointment by transfer of eligible Village Servants as Office Subordinates, treating the District as Unit (G.O.Ms.No.523, G.A(Ser-B) Dept, Dt 17-8-2006).

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

Rule 5 : Qualifications

- a) No person shall be eligible for appointment to Category specified in Col (1), by the method specified in Col (2) unless he possess qualifications specified in Col (3) of **Annexure – I**

- a) No person shall be eligible for appointment to any category unless he is able to read and write the language or one of the languages of the Districts specified in **Annexure-II**

Annexure I

See Rule 5(a)

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

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

Annexure II

[Rule 5(b)]

District	Language
Composite Districts	
Hyderabad	Telugu and Urdu
Medak	Telugu and Urdu
Nizamabad	Telugu and Urdu
Warangal	Telugu and Urdu
Mahaboobnagar	Telugu and Urdu
Karimnagar	Telugu and Urdu
Khammam	Telugu and Urdu
Adilabad	Telugu and Urdu or Marathi
Nalgonda	Telugu and Urdu
Ranga Reddy Dist.	Telugu and Urdu

Rule 6 : Appointing Authority

The Authority shall be Head of the Office or Institution or the Gaz.Officer of a Department exercising jurisdiction over the Dist.

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

Rule 7 : Reservation of Appointments

- a) In selecting candidates for Direct Recruitment to the posts, the following principles be adopted:
 - i. Posts of Sevikas, Ayas, Malans and Kamatons and other posts for which women alone are considered suitable, may be filled by women only ;
 - ii. In the matter of D.R for appointment to the posts of sweeper for which women are better suited, they may be preferred.

- (b) For the posts of Chowkidars, Office Subordinates required to ride bicycle or drive motor cycle, process servers, Dalayats and Sub-Jail Warders, only men shall be appointed.
- (c) In the case of appointments to the posts in the Secretariat and Offices of H.O.D's out of 54 vacancies meant for O.C one vacancy shall be reserved for D.R of meritorious sportsmen.
- (d) The appointments to the service in the endowments Department shall be made only from among persons professing the Hindu Religion.

Rule 8 : Age

By Direct Recruitment to any of the Categories in the Service:

Must have completed 18 years age and not have completed 34 years age as on 1st July of the year, in which the notification is made.

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

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

Provided; the age limits shall not apply in the case of appointment of any person transferred from local body or municipal institutions as per Rule 14(d)

Rule 9: Minimum service :

Not less than 3 years in the present category

Rule 10 : Probation

(a) DRs - 2 Yrs on duty within a continuous period of 3 Yrs.

(b) Promotion - 1 year on duty within a continuous period of 2 Yrs.

(c) A person transferred from one post to another within a cat. or to a post included in another Cat. in the service shall not be required again in that latter Cat.

Rule 11 : Training

Every member of service, whenever required by appointing authority undergo training as Home Guard for a period of 2 Yrs. Training restricted to places where the training exists. Woman who attained age of 35 Yrs. are exempted

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

- a) Service rendered in a post included in any one of categories in a Dept., or Office shall count for probation in regard to the same or another post in the same category whether in the same or another Dept or Office.
- aa) Seniority of a member who transferred **on administrative grounds** from one Dept/Office/Unit of appointment to another shall be fixed in later Dept/Office/Unit of appointment , with reference to the date of his first appointment. In case of **at Request** with reference to the date of reporting in later Dept/Office/Unit of appointment

b) Who re-employed after having been retrenched owing to reduction of staff as a measure of economy shall be determined from date of his absorption into service

Provided inter-se-seniority of a member absorbed into the same category shall:

- (i) In any case, in which absorption of such member was made in consultation with any selection authority, in accordance with the order of merit or order of preference indicated by the said selecting authority
- (ii) In any other case, in accordance with total length of service in the same, equivalent or higher service, class or category or grade put in by such members prior to retrenchment.

Rule 13 : Unit of Recruitment, Appointment, Discharge and Reappointment etc.,

For this purposes, for want of vacancy, seniority, promotion, transfer and appointment as full member, the unit of appointment for the categories, shall be each of the Offices of the H.O.D's or Directorate, or an Office or Group of offices, or a Dist. or a part of a Dist. or an Institution or office or a group of Institutions or offices within the Dist. in each Department, as may be specified by an order issued by the HOD with the approval of Government

All Courts under the control of the District and Sessions Judge and the C.J, CCC and CCM, as the case may be, shall be separate.

Rule 14: Postings and transfers

- a) No member of the service, required to serve outside the unit of appointment in which he is appointed.
- b) The appointing authority may transfer from one post to another within a category, irrespective of the functions attached to such posts.
- c) All transfers and posting shall be made by appointing authority, provided also by **any authority** to whom the appointing authority is administratively subordinate.
- d) All Inter Departmental transfers and posting of LGS from unit of one Appointing Authority to another shall be made by the Appointing Authority concerned with consent of another appointing authority to which he is to be transferred, subject to limiting the inter-unit transfer to local cadres

Provided;

Transfers and postings from local cadre to any Spl.Office or Estt or SLO/Offices or Institutions notified in Presidential Order or to the Directorate or HOD or Secretariat; and vice versa shall be made by the concerned HOD.

In respect of Regional Offices with territorial jurisdiction over more than one District or more than one Zone and where such Offices constitute separate units of appointment in respect of certain categories, such categories of posts in such offices can be filled by transfer of persons holding equivalent categories of posts in the local cadres located within the area over which the office has territorial jurisdiction over more than one District or more than one Zone and *vice versa*

Rule 15:

a) JAMEDARS FOR ATTENDANCE ON MINISTERS

Ministers may select persons for appointment as their Jamedars:

- From among Jamedar Sweepers, Jamedar Scavengers, Daffedars and Office Subordinates and
- Other equivalent categories of the GAD or other Department in Secretariat or Office.
- Such appointment does confer on him any preferential claim for continuance in the category to which he is appointed.
- Whenever the service of such person is not required by a Minister, such person may be reverted to the GAD or such other respective Department or Office, as the case may be, without any reasons being assigned for such reversion.

(b) OFFICE SUBORDINATES AND SWEEPERS FOR ATTENDANCE ON MINISTERS

Ministers may select such persons, as are, in their opinion, suitable for appointment as their Office Subordinates and Sweepers

- a person so selected shall not by reason only of his appointment under a Minister, be regarded as appointed to the service, nor shall such appointment confer on him any preferential claim for appointment to any service.
- The number of persons so appointed shall not exceed (2) Office Subordinates and (1) sweeper under each of the Minister and (2) Office Subordinates and (2) Sweepers under the Chief Minister.

- Services of such person may be terminated at any time by the Minister concerned or Chief Minister as the case may be without any reasons being assigned for such termination.
- Notwithstanding anything contained in these rules regarding qualifications, special representation and medium of Employment Exchange, the Office Subordinates and Sweepers who have been appointed under Sub-rule (b) of Rule 15 and have put in a minimum period of four years of continuous service in the Peshies of Ministers/Chairman of Planning and Development Committees shall be eligible for absorption as Office Subordinates and Sweepers for regular appointment as such whenever vacancies arise in the Departments of Secretariat/offices of Heads of Departments.

c) STAFF OF THE GOVERNMENT WHIP:

The Government Whip may select such persons as are, in his opinion, suitable for appointment as his Office Subordinates but a person so selected shall not, by reason only of his appointment under the Government Whip, be regarded as appointed to the service, nor shall such appointment confer on him any preferential claim for appointment to the service.

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

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

Rule 16: Service counting for leave and pension in respect of persons transferred from a local body of municipal institution :

- a) A person transferred from Local body or Municipal Institution, due to transfer of such institution to the control of State Government shall not be entitled to count his previous service under local body or institution for pension unless
 - i. Such service was rendered in pensionable post and pension contributions were being paid on his behalf by such local body/institutions and
 - ii. Such person was subscribing to PF maintained by Local Body/Institution.
 - iii. Such body/institution agrees to contribute its share of the pensionary benefits calculated as per rule of proportion and
 - iv. Such person agrees to forego the bonus earned by him in that service.

- b) Such employee shall not be entitled to have his leave account credited with the account of leave, if any, earned by him prior to such appointment, unless the local body/institution under whom he was employed agreed to bear the entire leave salary for the period of the leave so earned , calculated on the average pay of such member at the time of his proceeding on leave.

Rule 17: Special provisions:

Direct recruitment means recruitment of a suitable candidates through Employment Exchange.

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

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

THANK YOU