

GOVERNMENT OF TELANGANA
ABSTRACT

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

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.196.

Dated:28-5-2016.

Read the following:

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

ORDER:

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

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and thereupon, every such law shall have effect, subject to the adaptations and modifications so made, until altered, repealed or amended by a competent Legislature or other competent authority;

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

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

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

NOTIFICATION

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

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

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

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

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

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

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

RAJIV SHARMA

CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner, Printing, Stationery and Stores Purchase, TS, Hyderabad.(for publication of the Notification in the TS Gazette and

supply of 1000 copies to the Government).

All the Departments of Secretariat.All the Heads of Departments.

All the District Collectors.

The Registrar, High Court of Judicature at Hyderabad.The Registrar, APAT, Hyderabad.

The Secretary, TSPSC, Hyderabad.

Copy to:

The Law Department.

The PS to Principal Secretary to Chief Minister.The PS to Chief Secretary to Government.

The PS to Secretary to Government (Services), GAD.All Services
Sections in GAD.

SF/SCs

//FORWARDED BY ORDER//

A handwritten signature in black ink, appearing to read 'Albering', written in a cursive style.

SECTION OFFICER.

ANNEXURE

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

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

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

2. DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

- (v) Equestrian Sports
- (w) Hand Ball
- (x) Rowing
- (y) Chess
- (z) Taekwondo
- (aa) Carroms

(21) Officiating Appointment:- A person is said to be officiating in a post, if his appointment has been made after his inclusion in the relevant panel, but whose appointment has not been regularised.

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

(23) "Persons with disabilities" means the persons with the following disabilities:

- (i) blindness;
- (ii) low vision;
- (iii) leprosy cured;
- (iv) hearing impairment;
- (v) locomotor disability;
- (vi) mental Retardation;
- (vii) mental Illness

a) "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-

- (i) total absence of sight; or
- (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
- (iii) limitation of the field of vision subtending an angle of 20 degree or worse;

b) "Person with Low Vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device i.e., a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any of the following categories:

- (i) Reduction of fields less than 50 degrees
- (ii) Hemianopia with macular involvement
- (iii) Attitudinal defect involving lower fields

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

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

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

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

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

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

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

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

Provided that,—

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

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

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

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

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

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

4. METHOD OF APPOINTMENT:-

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

Explanation:-

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

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

5. SELECTION POSTS:-

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

6. METHOD OF PREPARATION OF PANELS:-

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. APPOINTING AUTHORITY:

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

8. ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:

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

9. APPOINTMENT BY AGREEMENT OR CONTRACT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. QUALIFICATIONS FOR DIRECT RECRUITMENT:

- (1) (a) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the selection authority as well as the appointing authority, that;
- (i) he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;
 - (ii) his character and antecedents are such as to qualify him for such service;
 - (iii) he possesses the academic and other qualifications prescribed for the post; and
 - (iv) he is a citizen of India:

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

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

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

- (b) The maximum age limit prescribed in the Special Rules for direct recruitment to a post shall be raised:-
- (i) Uniformly by 5 years in the case of candidates belonging to the SCs or STs or BCs specified in Schedule-I of these rules:
- NB: The age concession in favour of Scheduled Castes / Scheduled Tribes will be in force up to 31.5.2016.
- NB: The age concession in favour of BCs will be in force till the end of May, 2021.
- Provided that in the case of SCs and STs, the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment.
- NB: This age concession in favour of Scheduled Castes / Scheduled Tribes shall be in force till the end of May, 2016.
- (ii) Uniformly by 10 years in the case of Persons With Disabilities:
- NB: This concession shall be in force till the end of May, 2021.
- (iii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of SCs and STs candidates and 35 years in the case of others:
- Provided that for compassionate appointment to the spouse of deceased Government employee, the upper age limit shall be 45 years irrespective of the community.
- (c) When direct recruitment is to be made to any State or Subordinate Service by examination or selection,—
- (i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;
- (ii) a person who was recruited as a whole-time Cadet Corpse Instructor on or after the 1st January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC shall, subject to the production of a certificate to that effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit:

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

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

13. LANGUAGE TEST IN TELUGU:-

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

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

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

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

14. LANGUAGE TEST – EXEMPTION:-

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. SUSPENSION, TERMINATION OR EXTENSION OF PROBATION:-

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

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

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

(e) Appeal against discharge of a probationer:-

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

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

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

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

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

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

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

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

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

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

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

18. DECLARATION OF PROBATION:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21. CONFIRMATION:

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

Explanation:-

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

22. SPECIAL REPRESENTATION (RESERVATION):

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

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

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

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

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

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

GOVERNMENT OF TELANGANA
ABSTRACT

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

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

G.O.Ms.No.196.

Dated:28-5-2016.

Read the following:

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

ORDER:

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

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

8. And whereas, the Andhra Pradesh State and Subordinate Service Rules, 1996, popularly known as General Rules, made by the Governor, in exercise of the powers conferred by the proviso to article 309 of the Constitution of India,

vide G.O., first read above, published in the Andhra Pradesh Gazette, Part-I, Extraordinary, dt.27.1.1997 and as amended from time to time, are in force in the State of Andhra Pradesh as on 01.06.2014;

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

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

NOTIFICATION

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

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

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

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

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

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

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

RAJIV SHARMA

CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner, Printing, Stationery and Stores Purchase, TS, Hyderabad.(for publication of the Notification in the TS Gazette and

supply of 1000 copies to the Government).

All the Departments of Secretariat.All the Heads of Departments.

All the District Collectors.

The Registrar, High Court of Judicature at Hyderabad.The Registrar, APAT, Hyderabad.

The Secretary, TSPSC, Hyderabad.

Copy to:

The Law Department.

The PS to Principal Secretary to Chief Minister.The PS to Chief Secretary to Government.

The PS to Secretary to Government (Services), GAD.All Services
Sections in GAD.

SF/SCs

//FORWARDED BY ORDER//

A handwritten signature in black ink, appearing to read 'Albering', written in a cursive style.

SECTION OFFICER.

ANNEXURE

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

3. SHORT TITLE, SCOPE AND RELATION TO SPECIAL RULES:

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

4. DEFINITIONS:

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

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

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

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

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

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

- (46) "Discharge of a probationer" means, in case the probationer is confirmed or is an approved probationer or probationer of another service, class or category or is an approved probationer or probationer of another post in the same service, reverting him to such service, class or category and in every other case, dispensing with his service.
- (47) Duty:- A person is said to be 'on duty' as a member of a service,—
- (i) when he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service, or is deputed by the competent authority for higher studies or for undergoing training in India or abroad; or
 - (j) when he is on joining time; or
 - (k) when he is absent from duty during vacation or on authorized holidays or on casual leave taken in accordance with instructions regulating such leave, issued by the State Government, having been on duty immediately before and immediately after such absence; or
 - (l) when he is absent from duty during the period of training for courses of instruction and the period spent in camps as a member of the Auxiliary Air Force and also during the period spent for interview or for attending medical examination at the time of recruitment or commissioning; or
 - (m) when he is absent from duty during the period of training including the period spent in transit as a member of the Indian Fleet Reserve or as a Reservist of the Army or Air Force (excluding the Reserve Officers); or
 - (n) when he is absent from duty during the period of training in the Territorial Army including the period spent in transit for undergoing annual training in the said army; or
 - (o) when he is absent from duty as a member of Air Defence Reserve, when called upon for service in the aid of the Civil Power or for Air Force Service, or during the period of annual training exceeding one month in the case of permanent and temporary Government servant and person on work-charged establishments or during the period of training in Air Defence Reserve or Air Force Service in the case of probationers; or
 - (p) when he is absent from duty for service in the N.C.C. or during the period of training including the period spent in transit thereof.

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

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

(48) Direct Recruitment:- A candidate is said to be recruited direct to a post, class or category in a service, in case his first appointment thereto is made otherwise than by the following methods:-

- (i) by promotion from a lower post, category or class in that service or from a lower grade of any such post, category or class, or
- (ii) by transfer from any other class of that service, or
- (iii) by appointment by transfer from any other service, or
- (iv) by re-employment of a person in case he had retired from service of Government prior to such appointment, or
- (v) by appointment by agreement or contract.

(49) "Ex-Serviceman" means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Research Engineering Force, Lok-Sahayak Sena and the Para-Military Forces, i.e., Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Central Secretariat Security Force, Assam Rifles and Railway Protection Force; and

- (i) who has retired from such service after earning his/her pension; or
- (ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct, inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories; namely:-
 - (a) pension holders for continuous embodied services;
 - (b) person with disability attributable to military services; and
 - (c) gallantry award winners.

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

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

- (50) "General Rules" means the Telangana State and Subordinate Service Rules, 1996.
- (51) "Government" means the State Government of Telangana.
- (52) "Member of a Service" means a person who has been appointed to that service and who has not retired or resigned, or who has not been removed or dismissed, or substantively transferred or reduced to another service, or who has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or confirmed member of that service.
- (53) "Meritorious Sportsman" means a sportsman who has represented the State or the Country in a national or international competition or Universities in the Inter-University tournaments conducted by the Inter-University Boards or the State School team in the national sports/games for schools conducted by the All India School Games Federation in any of the games, sports, mentioned below; and any other games/sports as may be specified by the Government from time to time:
 - (aa) Athletics (including Track and Field events)
 - (bb) Badminton
 - (cc) Basketball
 - (dd) Cricket
 - (ee) Hockey
 - (ff) Football
 - (gg) Swimming
 - (hh) Volleyball
 - (ii) Table Tennis
 - (jj) Tennis
 - (kk) Weightlifting
 - (ll) Wrestling
 - (mm) Boxing
 - (nn) Cycling
 - (oo) Gymnastics
 - (pp) Judo
 - (qq) Rifle Shooting
 - (rr) Kabbadi
 - (ss) Kho Kho
 - (tt) Ball Badminton
 - (uu) Archery

- (vv) Equestrian Sports
- (ww) Hand Ball
- (xx) Rowing
- (yy) Chess
- (zz) Taekwondo
- (aa) Carroms

(54) Officiating Appointment:- A person is said to be officiating in a post, if his appointment has been made after his inclusion in the relevant panel, but whose appointment has not been regularised.

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

(56) "Persons with disabilities" means the persons with the following disabilities:

- (i) blindness;
- (ii) low vision;
- (iii) leprosy cured;
- (iv) hearing impairment;
- (v) locomotor disability;
- (vi) mental Retardation;
- (vii) mental Illness

g) "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-

- (i) total absence of sight; or
- (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
- (iii) limitation of the field of vision subtending an angle of 20 degree or worse;

h) "Person with Low Vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device i.e., a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any of the following categories:

- (i) Reduction of fields less than 50 degrees
- (ii) Hemianopia with macular involvement
- (iii) Attitudinal defect involving lower fields

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

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

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

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

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

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

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

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

Provided that,—

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

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

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

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

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

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

16. METHOD OF APPOINTMENT:-

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

Explanation:-

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

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

17. SELECTION POSTS:-

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

18. METHOD OF PREPARATION OF PANELS:-

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

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

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

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

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

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

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

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

Provided, that when the number of qualified and eligible candidates to be included in the panel of candidates is less than the number of vacancies estimated to arise during the currency of that list, such number of candidates eligible and found fit only shall be included in the panel irrespective of the number of vacancies.
- (e) A panel of candidates shall be prepared taking into account the vacancies not exceeding 10% of the total estimate of vacancies, ignoring fraction of less than half or 0.5 and rounding of fraction of ½ or more i.e. 0.5 and above to the next nearest number, as reserve to fill up the vacancies likely to last for more than 2 months on account of:-
 - (iv) deputation;
 - (v) training;
 - (vi) long leave:

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

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

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

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

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

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

19. APPOINTING AUTHORITY:

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

20. ELIGIBILITY FOR PROMOTION OR APPOINTMENT BY TRANSFER:

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

21. APPOINTMENT BY AGREEMENT OR CONTRACT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

24. QUALIFICATIONS FOR DIRECT RECRUITMENT:

- (5) (a) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the selection authority as well as the appointing authority, that;
- (i) he is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for such service;
 - (ii) his character and antecedents are such as to qualify him for such service;
 - (iii) he possesses the academic and other qualifications prescribed for the post; and
 - (iv) he is a citizen of India:

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

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

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

- (d) The maximum age limit prescribed in the Special Rules for direct recruitment to a post shall be raised:-
- (i) Uniformly by 5 years in the case of candidates belonging to the SCs or STs or BCs specified in Schedule-I of these rules:
- NB: The age concession in favour of Scheduled Castes / Scheduled Tribes will be in force up to 31.5.2016.
- NB: The age concession in favour of BCs will be in force till the end of May, 2021.
- Provided that in the case of SCs and STs, the maximum age limit prescribed for other communities in the Special rules shall be raised uniformly by 10 years for the purpose of limited direct recruitment.
- NB: This age concession in favour of Scheduled Castes / Scheduled Tribes shall be in force till the end of May, 2016.
- (ii) Uniformly by 10 years in the case of Persons With Disabilities:
- NB: This concession shall be in force till the end of May, 2021.
- (iii) In the case of widows, divorced women and women judicially separated from their husbands, who are not remarried, the maximum age limit for direct recruitment to posts carrying a scale of pay equal to Junior Assistants or less, shall not exceed 40 years in the case of SCs and STs candidates and 35 years in the case of others:
- Provided that for compassionate appointment to the spouse of deceased Government employee, the upper age limit shall be 45 years irrespective of the community.
- (e) When direct recruitment is to be made to any State or Subordinate Service by examination or selection,—
- (i) a person who worked in the armed forces of the Indian Union, shall be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the armed forces for purposes of the maximum age limit;
- (ii) a person who was recruited as a whole-time Cadet Corpse Instructor on or after the 1st January, 1963 on his discharge from the NCC either before or after the expiry of the initial or extended tenure of his office in NCC having served for a period of not less than six months prior to his release from the NCC shall, subject to the production of a certificate to that effect that he has been released from the NCC be allowed to deduct from his age a period of three years in addition to the length of service rendered by him in the NCC for purposes of maximum age limit:

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

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

25. LANGUAGE TEST IN TELUGU:-

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

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

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

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

26. LANGUAGE TEST – EXEMPTION:-

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

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

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

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

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

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

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

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

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

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

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

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

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

- (l) Tests to be passed during probation:- A person who has commenced his probation in a service, class or category shall, within the period of probation, if so required in the special rules or these rules, pass such tests or acquire such qualifications as may be prescribed in these rules or in the special rules applicable to such service, class or category.
- (m) (i) If within the period of probation a candidate fails to pass such test or acquire such qualifications as may be prescribed in these rules or in the special rules, the appointing authority shall, by order, discharge him from the service unless the period of probation is extended under the sub-rule (b) of rule 17 and if within such extended period also, the candidate fails to pass such tests or acquire such special qualifications, the appointing authority shall discharge him from service.
- (iv) If within the period of probation or within the extended period of probation, as the case may be, a probationer has appeared for any such test or any examination in connection with the passing of such prescribed tests or with the acquisition of the prescribed qualifications and the results of such tests or examinations for which he has so appeared are not known before the expiry of the probation period, he shall continue to be on probation until the publication of results of such tests or examinations for which he has appeared, or the first of them in which he fails to pass, as the case may be.
- (v) In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by an order, discharge him from service.
- Any delay in the issue of the order discharging the probationer under clause (i) or clause (iii) of this sub-rule shall not entitle him to be deemed to have satisfactorily completed his probation.
- (n) Exemption from special qualifications to be acquired or special tests to be passed during probation:- Where a probationer has, before he commenced his probation, already acquired any special qualification or passed any special test prescribed in these or in the special rules, or has acquired such other qualification as may be considered by the State Government or by the appointing authority, with the approval of the State Government, to be equivalent to the said Special qualification or special test, he shall not be required to acquire the said special qualification or to pass the said special test again, after the commencement of his probation.
- (o) Change of date of commencement of probation:- Notwithstanding anything contained in the special rules or sub-rules (a) and (b) of rule 33 of these rules, a probationer, who does not pass the prescribed tests or

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

23. SUSPENSION, TERMINATION OR EXTENSION OF PROBATION:-

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

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

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

(e) Appeal against discharge of a probationer:-

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

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

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

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

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

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

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

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

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

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

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

24. DECLARATION OF PROBATION:

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

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

25. RIGHTS OF A PROBATIONER AND APPROVED PROBATIONER FOR REAPPOINTMENT:-

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

3. The probationers in the order of juniority.

4. The approved probationers in the order of juniority:

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

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

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

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

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

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

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

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

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

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

26. EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITIES IN RESPECT OF PROBATIONERS:-

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

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

27. CONFIRMATION:

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

Explanation:-

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

28. SPECIAL REPRESENTATION (RESERVATION):

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

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

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

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

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

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

Academic Records

| NAME OF THE RECORD | RECOR D No. | LOCATION | MAINTAINED BY | RETENTION PERIOD OF THE RECORD |
|------------------------------|-------------|-------------|------------------------|--------------------------------|
| Inward & outward | 1 | office | Record Asst. | 8 years |
| Staff service Records | 2 | Office | Record Asst./Jr. Asst. | 8 years |
| 1Service registers | 3 | | | |
| Personal files of employees | 4 | | | |
| Stock register of Stationery | 5 | Office | Record Asst./Jr. Asst. | 8 years |
| Stock register of furniture | 6 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Special fee | 7 | Office | Record Asst./ | 8 years |
| | | | Sr. Asst. | |
| Restructured/course fee | 8 | Office | Record Asst./ | 8 years |
| | | | Sr. Asst. | |
| Scholarships | 9 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Admissions | 10 | Office | Record Assistant | 8 years |
| TBR | 11 | Office | Sr. Asst. | 8 years |
| Sports stock register | 12 | Sports Room | Physical Director | 8 years |
| Library accession | 13 | Library | Library staff | 8 years |
| Ledger | 14 | Office | Sr. Assistant | 8 years |
| NSS | 15 | Office | NSS Units | 8 years |
| UGC cash book | 16 | Office | Incharge | 8 years |
| TC & Bonafide books | 17 | Office | Record Asst./ | 8 years |

| | | | | |
|---------------------------------------|----|--------------------|------------------|---------|
| | | | Jr. Asst. | |
| Equipment | 18 | Science Laboratory | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| RUSA | 19 | Office | Incharge | 8 years |
| Staff council | 20 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| General Staff | 21 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Special fee committee | 22 | Office | Accounts section | 8 years |
| Staff attendance Registers | 23 | Department | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Students Attendance Register | 24 | Office | Teaching staff | 8 years |
| C.L. Register | 25 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Medical reimbursement claims register | 26 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Late Attendance | 27 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| State Budget | 28 | Office | Sr. Assistant | 8 years |
| UGC budget | 29 | Office | Incharge | 8 years |
| UGC stock register | 30 | Office | Incharge | 8 years |
| RUSA/Budget & Stock register | 31 | Office | Incharge | 8 years |
| Postal Account Register | 32 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Office order register | 33 | Office | Sr. Assistant | 8 years |
| RTI register | 34 | Office | Sr. Assistant | 8 years |
| Register for disciplinary cases | 35 | Office | Sr. Assistant | 8 years |

| | | | | |
|--------------------------------|----|-------------------------------------|---------------|---------|
| Consumable stock register | 36 | Office | Sr. Assistant | 8 years |
| Increment | 37 | Office | Sr. Assistant | 8 years |
| Non-Government Cash book | 38 | Office | Sr. Assistant | 8 years |
| Temporary advance register | 39 | Office | Sr. Assistant | 8 years |
| Issue register | 40 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Non consumable stock register | 41 | Office | Sr. Assistant | 8 years |
| Daily Fee Collection register | 42 | Office | Jr. Assist. | 8 years |
| Caution Money Deposit register | 43 | Office | Sr. Assistant | 8 years |
| Scholarships register | 44 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Fee register | 45 | Fee Section | Sr. Assistant | 8 years |
| Students Marks Registers | 46 | Office/Department Academic Register | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Land and building records | 47 | Office | Record Asst./ | 8 years |
| | | | Jr. Asst. | |
| Pay Bill Register | 48 | Office | Sr. Assistant | 8 years |
| Cheque book details register | 49 | Office | Sr. Assistant | 8 years |
| Placement register | 50 | Office | TSKC | 8 years |
| Alumni | 51 | Office | Incharge | 8 years |
| Consolidated purchase register | 52 | Office | Sr. Assistant | 8 years |
| Cadre strength/scale register | 53 | Office | Sr. Assistant | 8 years |

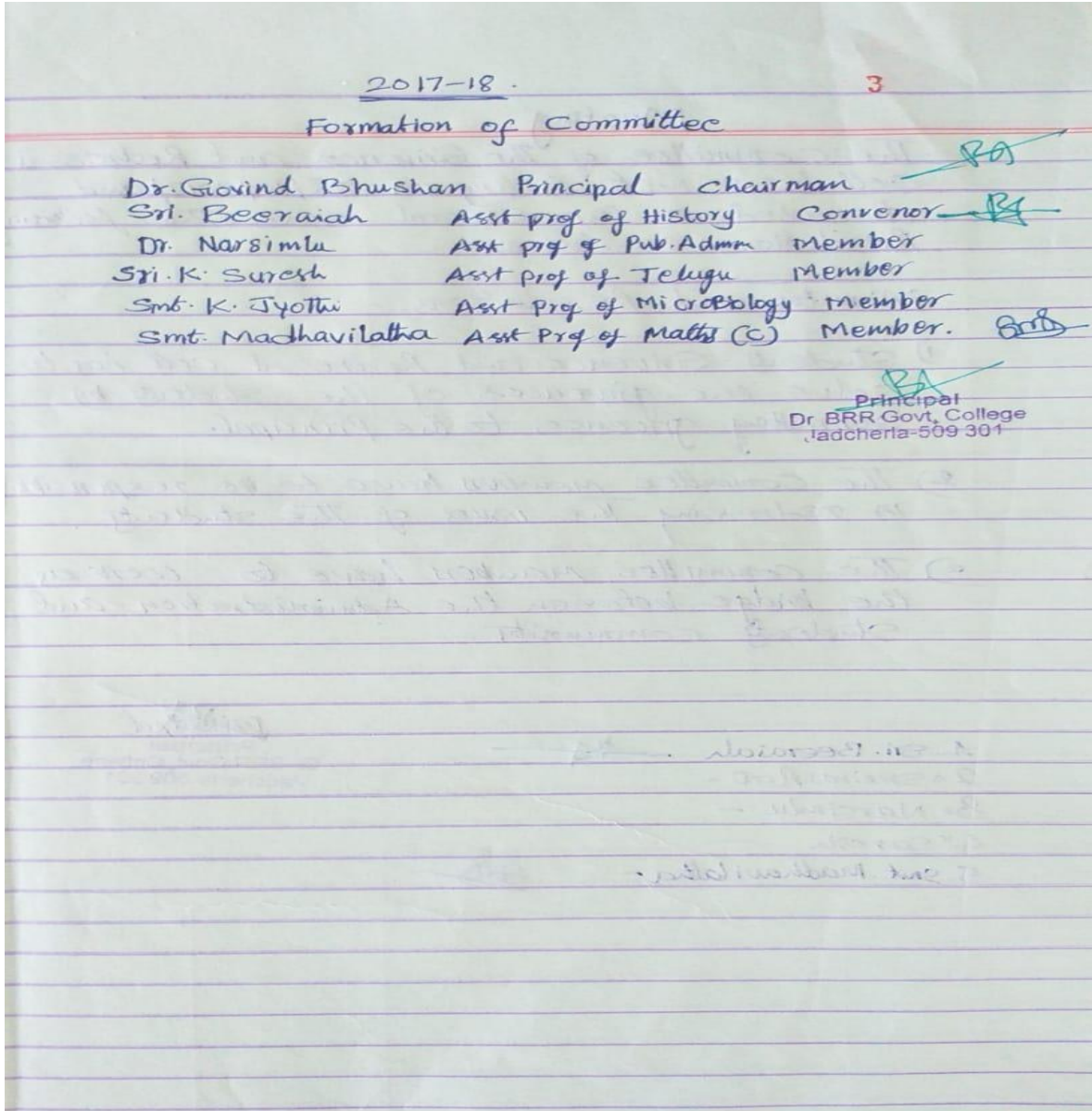
Academic Records

| NAME OF THE RECORD | LOCATION | MAINTAINED BY | REVIEW OF RECORDS |
|----------------------------------|------------------------|----------------------------------|--------------------------|
| Syllabus | Individual Departments | Head of the Department | Every Month |
| Teaching Diary | Individual Departments | Individual teaching staff member | Every Month |
| Synopsis | Individual Departments | Individual teaching staff member | Every Month |
| Assignments | Individual Departments | Individual teaching staff member | Every Month |
| Health & insurance | Office | Office | Every Month |
| Mentor -Mentee | Individual Departments | Individual teaching staff member | Every Month |
| Students study projects | Individual Departments | Individual teaching staff member | Every Month |
| Practical's attendance registers | Individual Departments | Individual Departments | Every Month |
| Laboratory equipment | Individual Departments | Jr. Asst./Sr. Asst. | Every Month |
| Alumni registers | Alumni Committee | Alumni Committee | Every Month |
| OC & RC | Individual Departments | Jr. Asst./Sr. Asst. | Every Month |
| Research Project | Individual Departments | Individual teaching staff member | Every Month |
| Seminars & workshops | Individual Departments | Individual teaching staff member | Every Month |
| Extension activities | Individual Departments | Individual teaching staff member | Every Month |
| Academic Social responsibility | Individual Departments | Head of the Department | Every Month |
| Workload | Individual Departments | Head of the Department | Every Month |

Dr.BRR.Govt.Degree College. JadcherlaDist: Mahabub
Nagar.

Grievances and Redressal Committee

Academic Year 2017-18



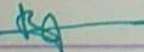
2017-2018


Meeting

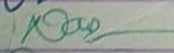
The Committee of The Grievances and Redressal Cell have met today on 08/10/2017 and discussed on the several issues. The following Resolutions are taken.

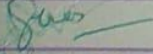
Minutes and resolutions:-

- 1) Student Grievances and Redressal cell has to solve the grievances of the students by submitting grievances to the Principal.
- 2) The committee members have to be responsible in redressing the issues of the students.
- 3) The committee members have to work as the bridge between the Administration and student community.

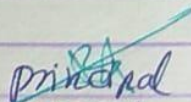
1. Sri. Beeraiah - 

2. Srinivas Rao - 

3. Narsimlu - 

4. Suresh - 

5. Smt. Madhavitalka - 


Principal
Dr. BRR Govt. College
Ladcherla-509 301

| S. No. | Date | Grievance Details | Signature of the Convenor | Signature of the Principal | Date of Redressal | Redressal Particulars | Signature of the Convenor | Signature of the Principal | Remarks |
|--------|------------|--|---------------------------|---|-------------------|--|---------------------------|---|---------|
| 1 | 6-11-2017 | The students of BA, BSc. Com have requested to repair RMO plant filter for drinking water to the Principal | | Principal Dr. BRR Govt. College Ladcherla-509 301 | 7-11-2017 | Responding to the grievance - see the Principal issued orders to repair RMO Plant filter and also replace new filter to the RMO plant. | | Principal Dr. BRR Govt. College Ladcherla-509 301 | |
| | 22-01-2018 | The students of J year requested the Principal to provide proper sufficient cleaning persons for maintaining cleanliness in the Classrooms and Corridor. | | Principal Dr. BRR Govt. College Ladcherla-509 301 | 23-01-2018 | Responding to the grievance the Principal issued orders to the sweeping and sanitizing staff to maintain proper cleaning of Classrooms and Corridor. | | Principal Dr. BRR Govt. College Ladcherla-509 301 | |

2017-18

తేదీ:- 6-11-2017

బిడ్డల్లు.


గౌరవ నియులైన ప్రెసిడెంట్
డా. జి. భక్. భక్ ప్రభుత్వ పిల్లల కళాశాల
బిడ్డల్లు.

విషయం:- RMO ప్లాంటు ఫీల్డ్స్ రిఫోర్ చేయించుట
కొరకు.

భయ్య!

BA, B.Com, B.Sc ^{ప్రభుత్వ} ~~ప్రభుత్వ~~ సహాయక విద్యార్థులమైన
మేము మనవి చేయునది ఏమనగా! మన కళాశాలలోని
RMO ప్లాంటు ఫీల్డ్స్ రిఫోర్ అయినది మంచినిటి సమస్య
ఉంది. కావున మాయండు దయ ఉంటే RMO ప్లాంటు ఫీల్డ్స్
రిఫోర్ చేయగలరని మనవి.

ఇట్లు


Principal
Dr BRR Govt. Collen
ladcherla-509 301

1. N. Shirisha 17033006111542
 2. S. Nagaraju 17033006111551
 3. U. Yadaiah 17033006111559
 4. V. pavan 17033006111560
 5. A. Lavanya 17033006129502
 6. K. parankalyan 17033006129534.

 7. J. Govind 17033006401520
 8. K. mahesh 17033006401525.
 9. K. Shivakumar 17033006401532
 10. M. Anjanayulu 17033006401535
- P.T.O

2017-18

బి.బి.ఆర్

తేదీ: 22-01-2018.

శ్రీమత సరస్వతియైన ఆచార్యులు

డా. బి.ఆర్.ఆర్ (అధ్యక్షులు)

కామ్రా

విషయము: లోగటి గాబు మరియు కార్యక్రమాల
పై అభిప్రాయాలు గురించి.

అమ్మ

సమస్యలను పరిష్కరించేందుకు మనము బి.బి.ఆర్.లో ప్రథమ
సంవత్సర విద్యార్థులను మా లోగటి గాబు మరియు కార్యక్రమాల
పై అభిప్రాయాలు తెలుపుతూ వచ్చినట్లు తెలుసుకున్నాము. అందుకు
అనుగుణంగా లోగటి గాబు మరియు కార్యక్రమాలను
నిర్వహించే బాధ్యతను కుటుంబాలకు,
వ్యవహారాలను మనము
వహించాము.

అమ్మ

- 1) N srinivasulu 17033006111 542
- 2) P Bhaskar 17033006111 549
- 3) S. naga Raju 17033006111 551
- 4) S.K Mona 17033006111 554
- 5) U. yadaviah 17033006111 559
- 6) V pavani 17033006111 560
- 7) A Lavanya [HSP 17033006129502

P.T.O

Principal
Dr. BRR Govt. College
Iadcherla-509 301

Dr.BRR.Govt.Degree College. JadcherlaDist: Mahabub
Nagar.
Grievances and Redressal Committee
Academic Year 2018-19

2018-19.

2018-19

Formation of Committee

| | | | |
|-----------------------|---------------------|-------------|--|
| Dr. Ganadubhusan | Principal | Chairperson | |
| Sri. A. Yadavath | Ast prof of Telugu | Convener | |
| Smt. N. Subhachini | Ast prof of Telugu | member | |
| Smt. Ch. Kavitha | Ast prof of History | member | |
| Smt. R. Ramadevi | Ast prof of Telugu | member | |
| Smt. S. Madhavi Kalta | C. Lect in Maths | member | |

Principal
Dr BRR Govt. College
Jadcherla-509 301

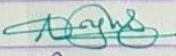
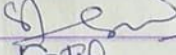
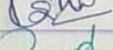
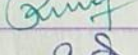
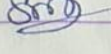
16/11/2018

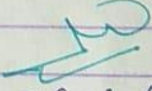
Meeting

the Committee of Grievances and the Redressal cell have met today on 16/11/2018 and discussed on the several issues. The following Resolutions are taken :-

Minutes and Resolutions:-

- 1) Students Grievances and Redressal cell has to solve the grievances of the students by the submitting to the principal.
- 2) The Committee members have to be responsible in Redressing the issue of the students.
- 3) The Committee members have to work as the bridge between the administration and student community.

- 1) A. Yadalah 
- 2) N. Subbaram 
- 3) Ch. Kavitha 
- 4) R. Ramadevi - 
- 5) S. Mathurajatha. 


Principal
Dr BRR Govt. College
Madacherla-509 301

2018-19

| S.No. | Date | Grievance Details | Signature of Vice-Chancellor | Signature of the Principal | Date of Redressal | Redressed Particulars | Signature of Vice-Chancellor | Signature of the Principal | Remarks |
|-------|------------|--|------------------------------|----------------------------|-------------------|---|------------------------------|----------------------------|---------|
| 1 | 24-08-2018 | The students of BA, B.Com, B.Sc I year have requested to the Principal Administrative Paper Work in our college. So, only expecting a better action. | | | 25-8-2018 | Responding to the grievance submitted by BA, B.Com, B.Sc I year students The Principal instructed for the arrangement of scavenger to clean the Workshop properly. | | | |
| 2 | 13-02-2019 | The students of BA, B.Com, B.Sc I year have requested Principal regarding insufficient sports material in our college. So, kindly provide the sports material as soon as possible. | | | 17/2/2019 | Responding to the grievance submitted by BA, B.Com, B.Sc I year students. The Principal issued the order issued order to the sports & games incharge to purchase sports material from the budget. | | | |

2018-19

జె.బి.ఆర్. కాలేజీ
24-08-2018

గౌరవనీయులైన ప్రెసిడెంట్ గారికి,

జె.బి.ఆర్. కాలేజీ, ప్రభుత్వ డిగ్రీ కళాశాల,

జె.బి.ఆర్.

విషయం :- కళాశాలలో విద్యార్థులు ఉపయోగించే టాయిలెట్లను
- ను సుభద్రా చూడటం కోరకు.

అక్షయ

BA, B.com, B.sc ప్రభుత్వ కళాశాలలో విద్యార్థులైన విషయం
మకు మనవి తెలుసుకో విషయంగా! కళాశాలలో విద్యార్థులు ఉపయోగించే
- టాయిలెట్లను సుభద్రా చూడటం కోరకు. కవుల మాయలు మాయలు
టాయిలెట్లను సుభద్రా చూడటం కోరకు.

To
Coordinator
Grievance
Committee
F/P
[Signature]

[Signature]
Principal
Dr. BRR Govt. College
Iadcherla-509 301

[Signature]

- 1. J. Pandu
- 2. G. Jagadish Kumar
- 3. C. Anjanayalu

18033006 || 1002
180 33006 || 1514
180 33006 || 1512

[PTO]

2018-19

సంఖ్య. 13-02-2019.


గౌరవనీయులైన ప్రొఫెసర్ గారు
డా. బి. లక్ష్మణ్. ఐ.ఎ. ప్రభుత్వ కళాశాల.
జువ్వలపాడు.

విషయం : కళాశాలలో స్టోడెంట్ మెటోరియల్ కేసు
తయ్యింది!

ఈ కళాశాలలో B.A, B. Com, B. Sc ^(అభిమాని) ~~అభిమాని~~ సంవత్సరం
విద్యార్థులపై మేము మకు మరల చేయడాని నిమగ్నము! ఈ
కళాశాలలో స్టోడెంట్ మెటోరియల్ యీసంటగా లేదు. కావున
మీ మంతుడయ్య గారి బ్యాంక్ ఆఫ్ మెంటల్, క్రెడిట్ కిట్, ఇతరం,
చేసేటటు సంబంధించి స్టోడెంట్ మెటోరియల్ తప్పించగలరని

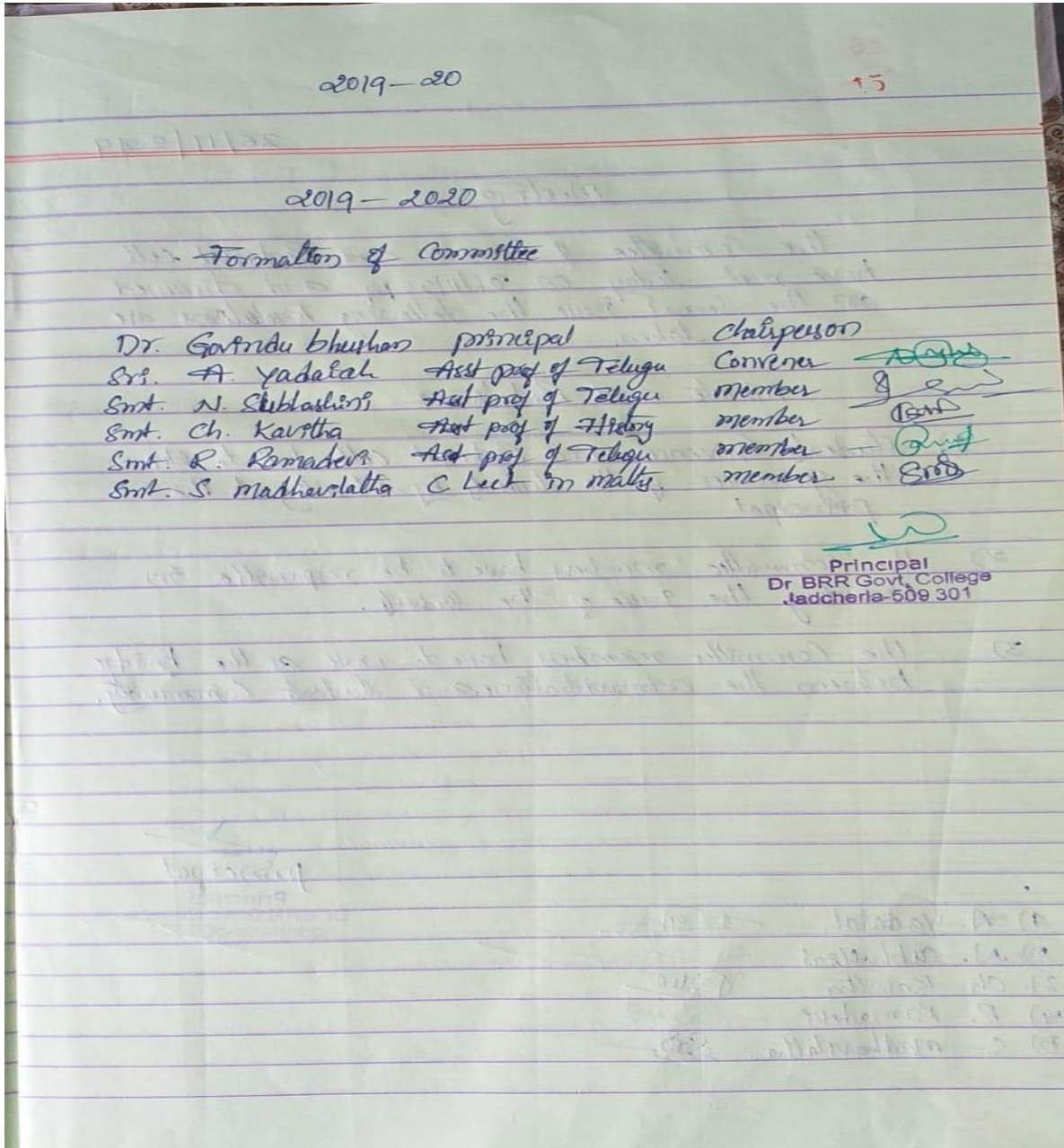
0
revenue
committee
శ్రీ/న

జిల్లా


Principal
Dr. BRR Govt College
Jadcherla-509 301

- 1. B. Jyothi 18033006445510
- 2. Navaneethi 18033006445516
- 3. C. Rani 18033006445517

Dr.BRR.Govt.Degree College. JadcherlaDist: Mahabub
Nagar.
Grievances and Redressal Committee
Academic Year 2019-20s



2019-20

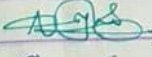
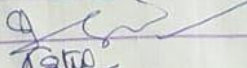

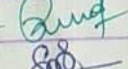
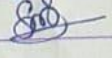
26/11/2019

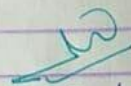
meeting

The Committee of Grievances and Redressal cell have met today on 26/11/2019 and discussed on the several issue the following Resolutions are taken.




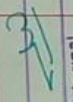
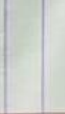
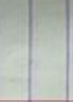
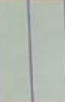
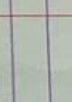
minute and Resolutions:-

- 1) Students Grievances and Redressal cell has to solve the grievances of the students by submitting to the principal
- 2) The committee members have to be responsible in Redressing the issue of the students.
- 3) The Committee members have to work as the bridge between the administration and students community.

- 1) A. Yadaviah 
- 2) N. Subhulland 
- 3) Ch. Kavitha 
- 4) R. Ramadevi 
- 5) S. Madhanshatha 


 principal

 Principal
 Dr BRR Govt. College
 Iadcherla-509 301

| S.No. | Date | Convenor Details | Signature of The Convenor | Signature of the Principal | Date of Redressal | Redressal Particulars | Signature of the Convenor | Signature of the Principal | Remarks |
|-------|-----------|--|---|---|-------------------|--|---|---|---------|
| 1. | 10-9-2019 | The students of BA, BSS, B.Comp requested the Principal to provide drinking water, by repairing the leakage pipes. |  |  Principal Dr BRR Govt. College Tadichherla-509 301 | 11/9/2019 | Responding to the request of the Principal issued orders to the plumber to repair the pipes for drinking water. |  |  Principal Dr BRR Govt. College Tadichherla-509 301 | |
| 2. | 06/7/2020 | The students of BSc III year requested the Principal for providing benches in the classroom. |  |  Principal Dr BRR Govt. College Tadichherla-509 301 | 07/7/2020 | Responding to the grievance of the Principal issued orders to the office staff to provide benches as soon as possible from the available budget. |  |  Principal Dr BRR Govt. College Tadichherla-509 301 | |

2019-20

జిల్లా,
తేదీ:- 10-9-2019

శ్రీయత నారపణియ్యర్,
(ప్రధానాచార్యులు),
డా. బి. బి. జి ప్రభుత్వ డిగ్రీ కళాశాల జిల్లా.

భర్తా!

శ్రీయత చేయవలసిన విషయాలు మా కళాశాల చాలామంది విద్యార్థులు గ్రామీణ ప్రాంతాల నుండి వచ్చి చదివి వస్తున్నారు. మాకు వ్యూహాత్మకంగా సమయం పొంది అందరినీ సులభంగా అందుకుంటే బాగుంటుంది. కళాశాలలో సులభంగా కాలం గడిచేలా చేయాలి. కుటుంబ సభ్యులను పిలిచి కాలం వేరే పాఠాలు పూర్తి చేయాలి. మాకు కాలం వేరే కాలం వేరే పాఠాలు పూర్తి చేయాలి. మాకు కాలం వేరే కాలం వేరే పాఠాలు పూర్తి చేయాలి.

To
The Coordinator
Guidance Committee
R/W


Principal
Dr. BRR Govt. College
Jadcherla-508 301

భర్తా,
బి. బి. జి ప్రభుత్వ డిగ్రీ కళాశాల.

- 1) H. Venkatesh
- 2) M. Nandhini nandhu
- 3) MD. Mufraba Mohiuddin
- 4) G. Indu
P. Sai Vidya
B. Gmreddy

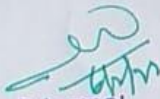
2019-20

2019-20
06-2-2020

~~ప్రొఫెసర్~~ నేతృత్వంలోని ప్రధానాధికారులు,
డా. బి. బి. బి. ప్రభుత్వ కళాశాల
జడ్చర్ల
తండ్రి

తమంతో మనం - ప్రొఫెసర్ ప్రేమణా వెంకట కిశోర్ III year
- ప్రొఫెసర్లు, మా అగ్రగణ్య గదిలో వెంటిల సెంటర్ లో,
వినివల్ల మా దుస్తులు అన్ని విరిచుకున్నాం. గానీ ప్రేమణా
మనం ప్రొఫెసర్ ప్రేమణా కళాశాలలో వెంటిలను తప్పకుండా
- ప్రొఫెసర్లు గలరు

To
G.C
for Netermany Section. శుభ్రవాదములు


Principal
Dr. BRR Govt. College,
Ladcherla-509 301

- సభ్యులు
- D. Bhavani
- G. Harika
- M. Sravani
- M. Chandu
- B. Narishma
- V. Krishnaveni

Dr.BRR.Govt.Degree College. JadcherlaDist: Mahabub
Nagar.
Grievances and Redressal Committee
Academic Year 2020-21



Dr. BRR GOVERNMENT COLLEGE

JADCHERLA – 509 301

(Accredited with B⁺ by NAAC)

Dr. Ch.Appiya Chinnamma, M.Sc, P.G.D.S., Ph.D.,
Principal

Re.No.A1/Committees/2020-21

Dt.05-11-2021

ORDER

The Principal is pleased to reconstitute the Students Grievances & Redressal Committee with the following members.

| 41. STUDENTS GRIEVANCES & REDRESSAL COMMITTEE | | | |
|---|------------------------|------------------------|-------------|
| 1 | Dr.Ch.Appiya Chinnamma | Principal | Chairperson |
| 2 | Dr.K.Narasimha Rao | Asst.Prof.of Hindi | Convener |
| 3 | Smt.N.Subhashini | Asst.Prof.of Telugu | Member |
| 4 | Smt.Ch.Kavitha | Asst.Prof.of History | Member |
| 5 | Sri.A.Yadaiah | Asst.Prof.of Telugu | Member |
| 6 | Smt.S.Madhavilatha | Contract Lect.in Maths | Member |


Principal
Dr BRR Govt. College
Jadcherla-509 301

STUDENTS GRIEVANCES & REDRESSAL COMMITTEE

2020-21

Formation of Committee.

| | | | |
|--------------------------|-----------------------|-------------|---------|
| Dr. Ch. Appiya Chinnamma | Principal | Chairperson | |
| Dr. K. Narsimha Rao | Asst. Prof of Hindi | Convener | (Camp) |
| Smt. N. Subhashini | Asst. prof of Telugu | Member | S |
| Smt. Ch Kavitha | Asst. prof of History | Member | (Folio) |
| Sri. Yadaiah | Asst. prof of Telugu | Member | (Folio) |
| Smt. S. Madhavi Latha | C. Lect. in Maths | Member | S |


Principal
Dr BRR Govt. College
Jadcherla-508 301

2020-21

Meeting

The Committee of the ^{Grivences &} Redressal & ~~Grivences~~ Cell have met today on 06/11/2020 and discussed on the several issues. The following Resolutions are taken -

Minutes and Resolutions: -

- 1) Students Grivences & Redressal cell - has to solve the grivences of the students by submitting to the Principal _{grivences.}
- 2) The Committee members have to be responsible in redressing The issues of the students
- 3) The Committee members have to work as the bridge between the administration and Students Community

1) ~~Prasanna Kumar~~ (Dr. K. Narsimha Rao)

2) ~~A. Yashashree~~

3) Ch. Kavitha. (S. T. U)

4) ~~S. S. S.~~ (S. Madhavi Latha)

5) ~~S. S. S.~~

~~Prasanna~~
Principal

Principal
Dr. BRR Govt. College
Jadcherla-508 301

| S.No | Date | Grivance Details | Signature of the Convener | Signature of the Principal | Date of Redressal | Redressal Particulars | Signature of the Convener | Signature of the Principal | Remarks |
|------|------------|---|--|---|-------------------|---|--|---|---------|
| 1. | 05/2/2021 | The student of Bscd B.Com final year have represented to the Principal Submitting that there is no coter facilities in the coter room. | <i>[Signature]</i> Dr. BRR Govt. College Jodhpur-508 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jodhpur-508 301 | 08/2/2021 | Responding to the grivance submitted by the Bscd B.Com year student. The principal instructed for the arrangement of plumber to clear coter & ceps for flooring of coter properly in the coter rooms. | <i>[Signature]</i> Dr. BRR Govt. College Jodhpur-508 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jodhpur-508 301 | |
| 2. | 01/3/2021. | Students of B.Sc. B.Com III yr have represented to the Principal Submitting that arranged dustbins in the corridors and in coter rooms. | <i>[Signature]</i> Dr. BRR Govt. College Jodhpur-508 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jodhpur-508 301 | 3/3/2021 | Responding to the grivance submitted by the Bscd B.Com III year student - The Principal issued order to gyfte to arrange dustbins in the corridors and coter rooms. | <i>[Signature]</i> Dr. BRR Govt. College Jodhpur-508 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jodhpur-508 301 | |

2020-21

తేదీ: 05/2/2021

పట్టణం

శ్రీయుతగౌరవనియులైన ప్రెసిడెంట్,
డా॥ బి. బి. బి ప్రభుత్వ డిగ్రీ కళాశాల,
కర్నూలు.

అమ్మ,

Washroomలలో water రావడంలేదు. కావున water
వచ్చేవిధంగా చూడగలరని మనవి చేసుకుంటున్నాము.

To,
The Incharge
Student Grievance &
Redressal Cell

for 05/02/2021
Principal
Dr BRR Govt. College
Iadcherla-509 301

విట్లు,
అను విద్యార్థులు.

Svaikto.

M. Deepika

Aysha

M. Nireelkumar

R. Mounika

M. Divya

A.M. Gayatri

J. Rakshitha

S. Karthikeya

N. Sankanti

Munnawar

202021

తేదీ: 01/03/2021

శుభ్రం.

శ్రీయత గౌరవనీయులైన ప్రీన్సిపాల్,
Dr. Brr Govt degree College.
Jadcherla.

అమ్మ,

అమతా చేయమనవి విమనగా considers &
toiletsలం dustbins విర్బాట చేయమని కోరుకుంటున్నాము.

To, The Grama & Bedchamber cell.

01/03/2021
Principal
Dr BRR Govt. College
Jadcherla-509 301

శిష్యులు,

అమ విద్యార్థులు.

P. Anushaj

K. Jihiva

M. H.

A. Kamalus

M. Jay

T. Jay

B. Paviteja

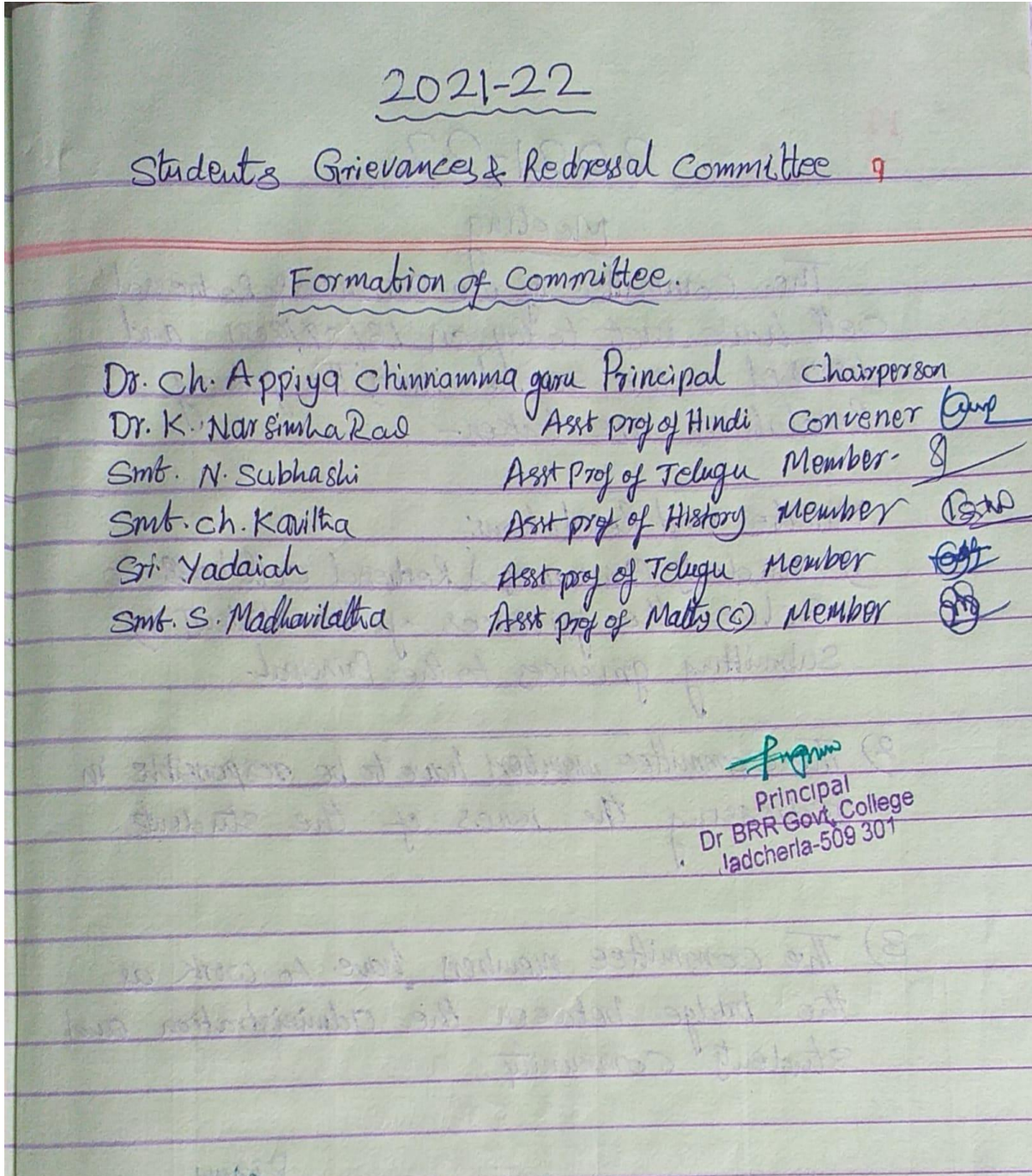
M. Jay

K. Jay

Dr.BRR.Govt.Degree College. JadcherlaDist: Mahabub
Nagar.

Grievances and Redressal Committee

Academic Year 2021-22



2021-22

Meeting

The Committee of the Grievances & Redressal Cell have met today on 16/09/2021 and discussed on the several issues. The following Resolutions are taken-

Minutes and Resolutions:

- 1) Students Grievances & Redressal cell have to solve the grievances of the students by submitting grievances to the Principal.
- 2) The committee members have to be responsible in redressing the issues of the students.
- 3) The committee members have to work as the bridge between the administration and students' community.

P. Srinivas
Principal
Dr BRR Govt. College
Iadcherla-509 301

- 1) Dr. K. NARSIMHARAO - K. Narasimharao
- 2) S. Srinivas
- 3) Ch. Kavitha - 1
- 4) S. Madhavi Latha

K. Srinivas
S. Srinivas

| S.No. | Date | Grievance Details | Signature of the Convener | Signature of the Principal | Date of Redressal | Redressal Particular | Signature of the Convener | Signature of the Principal | Remarks |
|-------|------------|---|------------------------------|---|-------------------|--|------------------------------|---|---------|
| 01. | 26-10-2021 | The students of Dr. BRR Govt. College represented to the Principal about the intermixing of outsiders into the college premises and appealed to have a common uniform dress code to maintain discipline and identify the outsiders. | <i>B. Sowmya</i> Convener | <i>P. Anurag</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | 27-10-2021 | The Principal called a Council meeting and the all Council members and Principal took a decision of implementing the dress code with immediate effect and ordered the watchmen not to allow outsiders. | <i>B. Sowmya</i> Convener | <i>P. Anurag</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | |
| (2) | 17-11-2021 | The students of Dr. BRR Govt. College represented and requested to repair the Cool water drinking Unit as it is under repair. | <i>B. Sowmya</i> Convener | <i>P. Anurag</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | 18-11-2021 | Principal took the resolution of repairing the cool water Unit immediately and called upon the technician and said that repair was done. | <i>B. Sowmya</i> Convener | <i>P. Anurag</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | |
| (3) | 13-12-2021 | Some of the women students of this college represented to the Principal that some male students are sitting beside the men toilet and the women students are feeling some trouble to pass Urine. So they requested to build a wall in that premises drinking that area. | <i>B. Sowmya</i> Convener | <i>P. Anurag</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | | The Principal responded well to the issue immediately and accepted to build it. | <i>B. Sowmya</i> Convener | <i>P. Anurag</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | |

2021-22

| S.No. | Date | Incidence Details | Signature of the Convener/Principal | Date of Referral | Referral Particular | Signature of the Convener | Signature of the Principal | Remarks |
|-------|-----------------------|--|---|------------------|--|---|---|---------|
| (4) | 19-7-2022 | The First year B.Sc(Bed) Students are requested to repair the fan in Room no.102 as it is hot summer | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | 20/7/2022 | The Principal responded immediately and repaired the fan in Room no.102 by calling an electrician with Council resolution. | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | |
| (5) | 29-4-2022 | B.Com 1st year students represented to repair the Black Board in the B.Com I year class. | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | 2/5/2022 | The Principal responded immediately and renovated the Black Board in B.com class by calling painter. | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | |
| (6) | 03-6-2022 | BA, B.Com & B.Sc students represented to repair the jumped drinking water unit | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | 9/6/2022 | The Principal responded immediately and repaired the water jumped unit | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | |
| (7) | 20-6-2022 (Online) | BA 2nd year students represented to clean the class rooms regularly by attenders. | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | 21/6/2022 | The principal responded immediately and instructed attenders to clean all class rooms regularly. | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | <i>[Signature]</i> Principal Dr. BRR Govt. College Jadcherla-509 301 | |

Aug 2021-22

Date: 26-10-2021
Tadcheola.

(శ్రీమత, గౌరవనీయులైన, ప్రెసిన్సిపాల్,
Dr. B.R. Govt Degree college,
Tadcheola.

Respected madam,

College లోకి outside వాళ్ళు వస్తూన్నరు. మకు
dress code పెట్టగలరని ప్రార్థన.

To,
The Co-ordinator
Student-Governance &
Redressal cell.

For
Principal / 2021
Dr BRR Govt. College
Tadcheola-509 301

మీకు,

అను విద్యార్థులు.

Final year Students

- T. Tharun Teja
- D. sharath chandra
- N. Ranga Sweeney
- Mohd. Harmed. Aui
- Mohd Munawar
- B Mallesh
- A. Ritvik
- K. karunakar
- M. Shiva prasad
- C. Rajeshwari
- B. Madhavi
- E. Nagalaxmi
- A. shireesta
- k. Girija
- PTO.

2021-22

Date:- 17-11-2021

Tadcherala.

శ్రీమత, గౌరవనీయులైన, ప్రిన్సిపాల్,
Dr. BRR Govt Degree college,
Tadcherala.

Respected madam,

ఇప్పుడు summer రాబోతుంది కావున మరు
cooling coolerను repairs చేయగలరని మనవి.

ఇట్లు,

అమ విద్యార్థులు.

N. Durga Teerthi.

P. Anusha.

J. Sowmya

K. Ramakrishna

G. Manasa

C. Sangeeetha

B. Pavan

C. Nareesh

K. Raghavender.

A. Suresh.

A. Anusha

B. Nandini.

K. Archana

J. Surya

To,
The Co-ordinator,
Student Grievances &
Redressal cell.

Principal,
Dr BRR Govt. College
Tadcherala-509 301

2021-22

Date: 13-12-2021.
Tadcherla.

శ్రీయత గౌరవనీయులైన ప్రీన్సిపాల్,
డా॥ బి.ఆర్. ప్రభుత్వ టెంట్ కళాశాల,
బుడ్లపల్లి.

అమ్మ,

మొదటి అంతస్తులో boys toilets ప్రకారం గల
ఖాళీ ప్రదేశంలో విద్యార్థులందరూ కూర్చోని ఉండటం వలన
బిచ్చయి కర్రపైన పరిస్థితులు ఎదురుకుంటున్నాము. కావున ఈడు
ఒక గోడను నిర్మించాలని కోరుచున్నాము.

ఇట్లు,
ఆమె విద్యార్థులు.

To,
The Co-ordinator
Student Grievance &
Redressal cell.

Principal
Dr BRR Govt. College
Tadcherla-509 301

- | | |
|-------------------|------------------|
| J. Saritha | A. Naganjala |
| B. UMA | A. Pooja |
| J. Aruna | G. Sumalatha. |
| C. Mahesh | G. Ashwini |
| C. Gayathri | A. Radha |
| J. DHARANI | J. Santhosha. |
| A. swarna sree | G. Bhagyalakshmi |
| D. Pravalika | Anitha |
| B. Renuka | R. Pavan. |
| J.P. Harika stela | G. Nishanth |
| B. Sravya | Sameera |

19/04/2022,
Jadcherla.

To,
The principal mam,
Dr. Brr Govt Degree CLG,
Jadcherla.

Your students bearing final
Year Bsc (Bzc) IIIrd year. Room no "102". Due
to hot sun we are unable to live without
fan, we are requesting you plz provide
Electricity in our class.

Thanking you

Your's students,
Bsc (Bzc) final
year.

Favourable
for favourable
action.

19/4/22

To, The convenor
Students Grievance
Redressal cell.
Principal
Dr BRR Govt. College
Jadcherla-509 301
19/04/2022

2021-22

తేదీ = 29/04/2022
శుక్రవారం

దేవులత గౌరవనీయులైన ప్రధానాధికారులు గారికి
నమస్కరించి వాయిదా విమనగా ?

షేయం :-

B.Com 1st year లోని ట్యాక్ బిల్లు బాగానే నడుచున
విషయం రాసిన కంట్రాక్టులను చూచుచో మా ట్యాక్ బిల్లు
షేయం గలవి మనవి ప్రత్యక్షం

To,
The Commissioner
Student Reddempt cell
for 29/04/2022

షేయం
B.Com 1st year
షేయం
Do. Bax Govt College

2021-22

Date: 03-06-2022

శ్రీమతి గౌరవనీయులైన Dr. B.R. ప్రభుత్వ డిగ్రీ కళాశాల ప్రెసిడెంట్ గారికి (ఆరుగురు)ను.

విషయం

ప్రెసిడెంట్ ఆఫీసు గారికి తెలియజేయుతున్నది విషయ కళాశాలలో ఖాతా పిల్లర్ మరమ్మత్తుకు సులభం చేయవలసి వలన అందుకోసం ఇబ్బంది పడవలసి వస్తున్నది. కనుక దయచేసి ఖాతా మరమ్మత్తు చేయించవలసిందిగా ప్రెసిడెంట్ ఆఫీసు గారికి ముందుగా విన్నపం.

To,
The coordinator,
Student Reddymed coll
02/06/2022

గ్రామం

శ్రీమతి

Dr. B.R. ప్రభుత్వ కళాశాల విద్యార్థులు

J. Peerya Naik B.A I year

B. Jyinu B.A II year

T. Anjaneyulu B.Sc I year

G. Chandra shekhar B.com II

G. mahesh B.sc I

M. Deepika B.A. I

M. Chandra B.com II

B. Swetha B.Sc II year

S. Rayu B.com I year

6/20/22, 12:31 PM

To - gdcjadcherla.jkc@gmail.com - Gmail

6/20/22

To Inbox

Mujtaba Mohiuddin <mohiuddinmujtaba345@gmail.com>
to me

12:21 PM (8 minutes ago)

English > Afrikaans Translate message

Turn off for: Engli

The principal madam,
Dr.BRR government degree College,
Jadcherla.

Sub: Regarding class room cleaning.

Respected madam,

we are BA 2nd year students submitting few lines for your kind consideration.

Since from few days our class room is not getting clean. So requested to clean our class room regularly by the attenders .

Thank you,

Yours obediently,

MD.Mujtaba Mohiuddin,

Vamshi,

Venkatesh,

Poojitha,

Nandhini,

Anita.

BA 2nd year students.

Reply

Forward

To,
The Student Grievance cell.

For
20/06/2022

