



**GOVERNMENT OF ANDHRA PRADESH**  
**GENERAL ADMINISTRATION (SER-B) DEPARTMENT**

**ANDHRA PRADESH**  
**SECRETARIAT SERVICE RULES**

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**(G.O.Ms.No.445, General Administration (Services-B) 29th October, 1998)**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, and in supersession of the rules applicable to the categories mentioned in these rules immediately preceding the date of publication of those rules and issued in G.O's specified in the Annexure to these rules, the Government of Andhra Pradesh hereby makes the following Special Rules for the Gazetted posts in the departments of Secretariat.

**ANDHRA PRADESH SECRETARIAT SERVICE RULES**

**1. SHORT TITLE:**

These rules may be called the Andhra Pradesh Secretariat Service Rules.

**2. CONSTITUTION:**

The following categories of posts shall constitute the Andhra Pradesh Secretariat Service.

**CLASS-A:**

**Category (1)**

- (a) Secretary to Government (Non-Cadre), Law Department.
- (b) Additional Secretary to Government (Non-Cadre), Law Department.
- (c) Additional Secretary to Government (Non-Cadre), Finance & Planning (Finance) Department.
- (d) Additional Secretary to Government (Non-Cadre) other than in the Law and Finance & Planning (Finance) Departments.

**CLASS-B:**

**Category (1)**

- (a) (i) Joint Secretary to Government (Non-Cadre), Law Department.  
(ii) Joint Secretary to Government (Translations) (Non-Cadre), Law Department.
- (b) Joint Secretary to Government (Non-Cadre), Finance & Planning (Finance) Department.
- (c) Joint Secretary to Government (Non-Cadre) in Departments of Secretariat other than Law and Finance & Planning (Finance) Departments.

**Category (2)**

Draftsman to Government, Law Department.

**Category (3)**

- (a) (i) Deputy Secretary to Government (Non-Cadre), Law Department.  
(ii) Deputy Draftsmen to Government (Telugu), Law Department.

- (b) Deputy Secretary to Government (Non-Cadre), Finance & Planning (Finance) Department.
- (c) Deputy Secretary to Government (Non-Cadre) in Departments of Secretariat other than Law and Finance & Planning (Finance) Departments.

**Category (4)**

- (a) (i) Assistant Secretary to Government, Law Department.  
(ii) Assistant Draftsman to Government (Telugu), Law Department including the post formerly designated as Scrutiny Officer, Law Department.
- (b) Assistant Secretary to Government, Finance & Planning (Finance) Department.
- (c) Assistant Secretary to Government in Departments of Secretariat other than Law and Finance & Planning (Finance) Departments.

**Category (5)**

- (a) Accounts Officer, under the control of Finance and Planning (Finance) Department and out side the purview of Treasuries and Accounts (Treasuries) Service.
- (b) Accounts Officer in the Departments of Secretariat including Special Officer (Accounts) in General Administration Department other than Finance & Planning (Finance) Department and Panchayat Raj and Rural Development Departments.

**Category (6)** Section Officer (Strictly Confidential)

**Category (7)**

- (a) Section Officer in Law Department.
- (b) Section Officer in the Finance & Planning (Finance) Department.
- (c) Section Officer in all Departments of Secretariat including Section Officer, Governor's Secretariat other than Law, Finance & Planning (Finance) Departments.

**Category (8)** Prosecuting Officer, General Administration (Accommodation) Department.

**Category (9)** Private Secretary to Secretary to Government including Private Secretary to Chief Secretary/Additional Chief Secretary/Second Secretary/Special Secretary/Principal Secretary and Ex.Offcio Secretary to Government in the Departments of Secretariat.

**Category (10)** Supervisor (Elections), General Administration Department.

**Category (11)** Translator, Law Department.

**CLASS -C:**

**Category (1)** Director/Monitoring/Evaluation and (Project Appraisal) Finance & Planning (Planning) Department.

**Category (2)** Joint Director (Planning), Finance & Planning (Planning) Department.

- Category (3)** Staff Officer (Planning), Finance & Planning (Planning) Department.
- Category (4)** Deputy Director (Planning), Finance & Planning (Planning) Department.
- Category (5)** Assistant Director (Planning), Finance & Planning (Planning) Department.
- Category (6)** Research Officer (Planning), Finance & Planning (Planning) Department.
- Category (7)** Statistical Officer (Planning), Finance & Planning (Planning) Department.
- Category (8)** Special Officer (District Administration), Panchayat Raj and Rural Development Department.
- Category (9)** District Panchayat Officer (Gram Panchayats), Panchayat Raj and Rural Development Department.
- Category (10)** Finance Commissioner, Panchayat Raj and Rural Development Department.
- Category (11)** Deputy Director, Environment, Forest, Science and Technology Department.
- Category (12)** Co-ordinator, Environment, Forest, Science and Technology Department.
- Category (13)** Chief Technical Examiner, Irrigation and Command Area Development Department.
- Category (14)** Commissioner of Enquiries, Irrigation and Command Area Development Department.
- Category (15)** Commissioner for Project Formulation and Ex-Officio Secretary, Irrigation and Command Area Development Department.
- Category (16)** Deputy Director of Monitoring Wing, Finance & Planning (Planning) Department.
- Category (17)** Deputy Director (Computer Cell), Finance & Planning (Planning) Department.

N.B:- The terms "Non-Cadre" used in this rule against some of the categories, means that the category is not required to be filled either by an All India Service Officer or an Andhra Pradesh Administrative Service Officer.

### **3. METHOD OF APPOINTMENT:**

Subject to the other provisions in these rules, the method of appointment for the several categories shall be as follows:-

Class	Category	Method of appointment
(1)	(2)	(3)
Class-A		
1.	(a) Secretary to Government (Non-Cadre), Law Department.	(i) By transfer on tenure basis of District and Sessions Judge, Grade-I.  OR  (ii) By transfer of Additional Secretary to Government (Non-Cadre) Law Department.  OR  (iii) If no person is available for appointment by method (ii) or if the person is not suitable, by promotion of Joint Secretary to Government (Non-Cadre), Law Department. Provided that the member of the State Higher Judicial Service so appointed as Secretary, shall not, by reason only of such appointment, cease to be member of the service from which he was appointed, nor shall such appointment confer on him any claim for substantive appointment to this Class or to appointment thereto in any subsequent acting or temporary vacancy.
	(b) Additional Secretary to Government (Non-Cadre), Law Department.	By promotion of Joint Secretary to Government, (Non-Cadre), Law Department.
	(c) Additional Secretary to Government (Non-Cadre), Finance & Planning (Finance) Department.	By promotion of Joint Secretary to Government, Finance and Planning (Finance) Department.
	(d) Additional Secretary to Government (Non-Cadre) other than in the Law and Finance and Planning (Finance) Departments	By promotion of Joint Secretary to Government (Non-Cadre) in the Departments of Secretariat other than Law and Finance & Planning (Finance) Departments.

Class-B

1. (a) (i) Joint Secretary to Government (Non-Cadre), Law Department. (i) By promotion of Draftsman to Government, Law Department.  
(ii) If no Draftsman is found eligible or suitable or available, by promotion of Deputy Secretary to Government (Non-Cadre), Law Department.  
(ii) Joint Secretary to Government (Translations) (Non-Cadre), Law Department. By promotion of Deputy Draftsman (Telugu), Law Department.  
(b) Joint Secretary to Government (Non-Cadre), Finance & Planning (Finance) Department. By promotion of Deputy Secretary to Government (Non-Cadre), Finance & Planning (Finance) Department.  
(c) Joint Secretary to Government (Non-Cadre) in Departments of Secretariat other than Law and Finance & Planning (Finance) Departments. By promotion of Deputy Secretary to Government (Non-Cadre) in the Departments of Secretariat other than Law and Finance & Planning (Finance) Departments.
2. Draftsman to Government, Law Department. By promotion of Deputy Secretary to Government (Non-Cadre), Law Department.
3. (a) (i) Deputy Secretary to Government (Non-Cadre), Law Department. (i) By promotion of Assistant Secretary to Government, Law Department.

(ii) By transfer on tenure basis of a Subordinate Judge in the Andhra Pradesh State Judicial Service.

Provided that a member of the State Judicial Service s appointed as Deputy Secretary to Government shall not, by reason only of such appointment, cease to be a member of the service from which he was appointed, nor shall such appointment, confer on him any claim for substantive appointment to this Class or to appointment thereto in any subsequent acting or temporary vacancy.

(ii) Deputy Draftsman to Government (Telugu), Law Department. By promotion of Assistant Draftsman to Government (Telugu), Law Department.

(b) Deputy Secretary to Government (Non-Cadre), Finance & Planning (Finance) Department. By promotion of Assistant Secretary to Government Finance & Planning (Finance) Department.

(c) Deputy Secretary to Government (Non-Cadre) in Departments of Secretariat other than Law and Finance & Planning (Finance) Departments. (i) By promotion Assistant Secretary to Government in the Departments of Secretariat other than Law and Finance & Planning (Finance) Departments.

(ii) By transfer on tenure from any other service, subject to Note 8 below.

4. (a) (i) Assistant Secretary to Government, Law Department. (i) By promotion of Section Officers and Private Secretary to Secretary, Law Department.

OR

(ii) By transfer on tenure of District Munsiff in the Andhra Pradesh State Judicial Service.

Provided that the member of the State Judicial Service so appointed as Assistant Secretary to Government shall not, by reason only of such appointment, cease to be member of the service from which he was appointed, nor shall such appointment confer on him any claim for substantive appointment to this Class or to appointment, thereto in any subsequent acting or temporary vacancy.

(ii) Assistant Draftsman to Government (Telugu), Law Department including the post formerly designated as Scrutiny Officer. By promotion of Translator in Law Department.

(b) Assistant Secretary to Government, Finance & Planning (Finance) Department. (i) By promotion of Section Officers and Private Secretary to Secretary to Government, Finance & Planning (Finance) Department.



- (ii) By promotion of Accounts Officer, Finance & Planning (Finance) Department.
- (c) Assistant Secretary to Government in the Departments of Secretariat other than Law and Finance & Planning (Finance) Departments.
- (i) By promotion of Section Officers (SC) Section Officers and Private Secretaries to Secretaries to Government.
- (ii) By transfer on tenure of a Special Grade Deputy Collector of the Revenue Department for one post in the Revenue Department of the Andhra Pradesh Secretariat.
- (iii) By promotion of Accounts Officers.
- (iv) If the State Government so direct by transfer from among full members and approved probationers of any other service which the State Government may specify.
5. (a) & (b) Accounts Officer, under the control of Finance and Planning (Finance) Department and out side the purview of Treasuries and Accounts (Treasuries) Service. Accounts Officer in the Departments of Secretariat in all Departments of Secretariat except Finance & Planning (Finance) Department and Panchayat Raj and Rural Development Department including Special Officer (Accounts) in General Administration Department.
- (a) By promotion of Section Officers/ Private Secretaries to Secretaries Government in each unit of appointment specified in rule-8.
6. Section Officer (Strictly Confidential)
- (i) By transfer of Section Officer of the Departments of Secretariat constituting the Single Unit.
- (ii) By appointment by promotion of Assistant Section Officer (SC).
7. (a) Section Officer in Law Department
- (i) By appointment by transfer of Assistant Section Officers in Law Department.
- (ii) By appointment by transfer of Special category Stenographers appointed as such

prior to 08-03-1984 and who have exercised option for clerical line in the Law Department.

(iii) By appointment by transfer of Superintendents in the Andhra Pradesh Ministerial Service Working in the Offices of Heads of Departments and Directorates under the Law Department.

(iv) By appointment by transfer of Superintendents in the Andhra Pradesh High Court Service.

(b) Section Officer in Finance and Planning (Finance) Department. (i) By appointment by transfer of Assistant Section Officers in Finance and Planning (Finance) Department.

(ii) By appointment by transfer of Special category Stenographers appointed prior to 08-03-1984 and who have exercised option for clerical line in the Finance and Planning (Finance) Department.

(iii) By appointment by transfer of Superintendents in the Offices of the Heads of Departments and Directorates under the Administrative control of Finance Department (i.e. DTA & LFA).

(c) Section Officers in all Departments of Secretariat other than Law and Finance and Planning (Finance) Department. (i) By appointment by transfer of Assistant Section Officers in Single Unit in the Departments of Secretariat other than Law Department, Finance and Planning (Finance) Departments.

(ii) By appointment by transfer of Special category Stenographers appointed as such prior to 08-03-1984 and who have exercised option for clerical line in the Single Unit.

(iii) By appointment by transfer of Superintendents in the Andhra Pradesh Ministerial Service working in the Offices of Heads of Departments and Directorates, other than those under the administrative control of Law Department and Finance and Planning (Finance) Departments.

- (d) Section Officers in the Governor's Secretariat. By posting of Section Officers from the Single Unit of the Departments of Secretariat other than Law and Finance and Planning (Finance) Department.
8. Prosecuting Officer, General Administration (Accommodation) Department. By transfer on tenure of Andhra Pradesh Prosecuting Officers in the prosecutions Department.
9. Private Secretaries to Secretaries to Government including Private Secretary to Chief Secretary / Additional Chief Secretary/ Second Secretary / Special Chief Secretary/ Principal Secretary/ Ex-officio Secretary to Government in the Departments of Secretariat. By promotion of Special Category Stenographer in the Departments of Secretariat in the respective units of appointment specified in rule-8.
- OR
- By transfer from among Section Officers who have passed Technical Examination in Shorthand and Typewriting by Higher Grade.
- OR
- By recruitment by transfer from the category of Private Clerk to Chief Secretary who has put in minimum service of four years and who is qualified in Type-writing and Shorthand by Higher Grade.
10. Supervisor (Elections), General Administration Department. By appointment by transfer of an Assistant Section Officer in the Single Unit, subject to the person having put in three years of service in the Elections Wing of General Administration Department.
11. Translators in Law Department. (i) By appointment by transfer of Assistant Section Officers in Law Department.
- (i) If no suitable or qualified Assistant Section Officer in Law Department is available for appointment, by appointment by transfer of Assistant Translators of Translations Department.

Class – C :

- |    |                                                                        |
|----|------------------------------------------------------------------------|
| 1. | Director (Planning) Finance and Planning (Planning), Department.       |
| 2. | Joint Director (Planning), Finance and Planning (Planning) Department. |

3.	Staff Officer (Planning), Finance and Planning (Planning) Department.	
4.	Deputy Director (Planning), Finance and Planning (Planning) Department.	By transfer on tenure of Officers of equivalent ranks in the Bureau of Economics and Statistics.
5.	Assistant Director (Planning), Finance and Planning (Planning) Department.	
6.	Research Officer (Planning), Finance and Planning (Planning) Department.	
7.	Statistical Officer (Planning), Finance and Planning (Planning) Department.	
8.	District Panchayat Officer (Gram Panchayats) Panchayat Raj and Rural Development Department.	By appointment on tenure of Offices of equivalent ranks from the concerned Departments under the administrative control of the respective departments.
9.	Financial Commissioner, Panchayat Raj and Rural Development Department.	By posting an Indian Administrative Service Officer or by appointment on tenure of an Officer of the Local Fund Audit / District Treasuries and Accounts or by deputation from the Central Government of an Indian Administration and Administrative Service Officer.
10.	Deputy Director, Environment Forest, Science and Technology Department.	
11.	Co-ordinator, Energy Environment Forest, Science and Technology Department.	
12.	Chief Technical Examiner, Irrigation and Command Area Development Department.	
13.	Commissioner of Enquirer, Irrigation and Command Area Development Department.	By appointment on tenure of Officers of equivalent ranks from the concerned departments under the administrative control of the respective departments.

14. Commissioner for Project Formation and Ex-Office Secretary, Irrigation and Command Area Development Department.
15. Deputy Director of Monitoring Wing.
16. Deputy Director (Computer Cell) Finance and Planning (Planning) Department.

Note (1) : The cases of Special Category Stenographers appointed as such before the 8<sup>th</sup> March, 1984 and Assistant Section Officers, Assistant Section Officers (SC) for appointment by transfer to the category of Section Officers, shall be considered with reference to a common seniority list, arrived at by reckoning the seniority list, arrived at by reckoning the seniority of Special Category Stenographers from the date of their first appointment to the category of Senior Stenographers and the date of first appointment of the Assistant Section Officers respectively. The Assistant Section Officers (Strictly Confidential) shall be included in the list of Assistant Section Officers from the date of their first appointment to the post of Assistant Section Officers.

Provided that those who are appointed as Special Category Stenographers after the 8<sup>th</sup> March, 1984 shall not be eligible, for direct appointment by transfer, as Section Officers.

Note (2) : The Private Secretaries to Secretaries to Government (including Private Secretary to Chief Secretary to Government/ Private Secretary to Principal Secretary to Government / Special Chief Secretary/ Second Secretary / Special Secretary / Ex-Officio Secretary to Government) shall be eligible for appointment as Assistant Secretary to Government in the Secretariat in each of the units specified in rule-8, provided they have undergone training for a period of two years as Section Officers in the respective units. The above mentioned Private Secretaries shall be appointed as Section Officers for purposes of training in the 10<sup>th</sup> vacancy in a, unit of ten vacancies of Section Officers in the relevant unit of appointment. The Private Secretaries shall be reposted to their parent posts after the completion of the training and they shall take their chances for promotion as Assistant Secretaries as per Note (3) below.

Note (3) : The cases of Private Secretaries to Secretaries to Government including Private Secretaries to Chief Secretary/ Special Chief Secretary /Principal Secretary / Second Secretary/ Special Secretary/ Ex-Officio Secretary to Government who are found suitable at the end of two years training as Section Officers shall be considered for appointment as Assistant Secretary to Government in the Departments of Secretariat in each unit of

appointment, along with the Section Officers including Section Officers (SC). Promotion from the category of the aforesaid Private Secretaries to the categories of Assistant Secretary to Government and upto the Additional Secretary to Government shall be limited and confined to 10 (Ten) posts only at any given point of time. A Private Secretary shall be promoted to the post of Assistant Secretary within the said earmarked 10 (ten) posts only on vacation of a post of Assistant Secretary / Deputy Secretary/ Joint Secretary/ Additional Secretary.

(Vide G.O.Ms.No. 397, G.A. (Ser.B) Dept., dt. 20-09-99)

Note (4) : Appointment to the post of Assistant Secretary to Government in any department including Governor's Secretariat but excluding the Law Department and Finance and Planning (Finance) Department shall be made from among persons eligible for appointment by promotion from Section Officers in all the Departments including the Section Offices in all the Departments including the Section Officers in the Strictly Confidential Unit, and the Private Secretaries to Secretaries to Government who have undergone training as Section Officers, for a period of two years on duty as Section Officer. The Section Officer (SC) shall be included in the list of Section Officers with reference to their date of appointment to the category of Section Officers.

Note (5) : ***Appointment to the posts of Section Officers :-***

Subject to Note (2) above, out of every eight successive vacancies, excluding leave vacancies in the posts of Section Officers in all departments of Secretariat constituting a Single Unit and in the units of the Law Department and Finance and Planning (Finance) Department, the first vacancy shall be counted for being filled by appointment by transfer of a Superintendent from the Offices of Heads of Departments/ Directorates under the administrative control of the Departments of Secretariat constituting the Single Unit / Law Department / Finance and Planning (Finance) Department / High Court as the case may be as per the methods of appointment in the tabular statement above and the remaining seven vacancies shall be counted for being filled by transfer of Assistant Section Officers, Special Category Stenographers appointed as Special category Steno prior to the 8<sup>th</sup> March, 1984 and who had exercised option of clerical line, if any person appointed by transfer suffers reversion, he shall be reverted to his parent office or department.

Note (6) : ***Appointment to the category of Section Officers (SC) shall be made from:***

(i) Section Officers of the Departments of the Secretariat constituting the Single Unit:

and

(ii) Assistant Section Officers (SC) : the first vacancy in every unit of two vacancies shall be filled from the category of Section Officers of the Single Unit and the Second vacancy by the

Assistant Section Officer (Strictly Confidential).

Notwithstanding anything contained in the Andhra Pradesh State and Subordinate Service (General Rules) Rules, the appointing authority shall consider as many eligible candidates as it considers necessary, not exceeding three times the number of vacancies available plus 10% of the available vacancies, as reserve, for preparation of a panel of persons eligible for appointment to the post of Section Officers (SC).

Note (7) : The Accounts Officers in the various departments of Secretariat (Category (5) (a) & (b) of Class-B) shall be promoted as Assistant Secretary to Government in the respective units of appointment, by including their names in the list of Section Officers of the respective units of appointment, by including their names in the list of Section Officers of the respective units of appointment, with reference to their dates of regular appointment to the category of Section Officers in the relevant units.

Note (8) : Appointment by transfer on tenure of a member of any service to the post of Deputy Secretary in the Single Unit other than Finance and Planning (Finance) and Law Departments shall be for such period as the State Government may consider necessary. He shall not by reason only of such appointment cease to be a member of the service from which he was appointed, nor shall such appointment as a Deputy Secretary to Government or to appointment there to in any subsequent acting or temporary vacancy. The number of persons so appointed shall not ordinarily exceed three in the Single Unit.

#### 4. **Appointing Authority:**

The appointing authority shall be the Government for the various categories of posts in this service except in respect of certain categories as indicated below:

Categories	Appointing Authority
(1)	(2)
Section Officers, Law Department, Translator, Law Department and Private Secretary to Government, Law Department.	Secretary to Government, Law Department.
Section Officers, Finance and Planning (Finance) Department, Private Secretaries to Secretaries to Government, Finance and Planning (Finance) Department and Accounts Officers, Finance and Planning (Finance) Department, Special Officer (Accounts), General Administration Department / Prosecuting Officer, General Administration (Accommodation) Department, Supervisor (Election), General Administration Department	Secretary to Government, Finance and Planning (Finance) Department, Secretary to Government incharge of Single Unit / S.C. in General Administration Department.

Section Officer (SC), Section Officers and Private Secretaries to Secretaries to Government in all Departments of Secretariat constituting the Single Unit excluding Section Officers in Law and Finance and Planning (Finance) Departments.	
Section Officer, Governor's Secretariat and Private Secretary to Secretary to Governor, Governor's Secretariat.	Secretary to Governor.

**5. Qualifications :**

No person shall be eligible for appointment to the categories specified in column (1) of the annexure to these rules by the method specified in column (2), unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.

**6. Minimum Service :**

Unless otherwise specified elsewhere in these rules, no person shall be eligible for appointment by transfer or promotion unless he has put in not less than three years of service but in no case shall it be less than two years, in the category from which promotion or appointment by transfer is made.

Provided that in the case of appointment by transfer of Assistant Section Officers including Assistant Section Officer (SC) or Special Category Stenographers in the Andhra Pradesh Secretariat Subordinate Service, the minimum service of three years shall be exclusive of any period of service rendered in any Non-Secretariat Department.

Provided further that the service put in by any Officer as Private Secretary/ Personal Secretary or Personal Assistant to Ministers shall count towards the minimum period of qualifying service of two years for the purpose of promotion, if but for his appointment as Private Secretary / Personal Secretary / Personal Assistant he would have continued in his parent post.

Provided also that the above stipulation of minimum service shall not be applicable for appointment to the posts of Additional Secretaries to Government (Non-Cadre) including Secretary to Government (Non-Cadre) in Law Department. Provided also that the service of Section Officers (SC) as Section Officers shall also count for purposes of promotion.

**7. Probation :**

Every person appointed to any of the posts either by promotion or by transfer shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

**8. Unit of appointment :**

Each of the following shall constitute separate units of appointment for purposes of appointment, seniority, discharge, reversion for want of vacancies, reappointment of probationers and approved probationers and confirmation.



**Unit of appointment :**

- (a) Single Unit comprising all departments of Secretariat including the Governor's Secretariat but excluding Law and Finance and Planning (Finance Wing) Departments.
- (b) Finance and Planning (Finance) Department.
- (c) Law Department.

Provided that the seniority of a member of the service who is transferred on administrative grounds from one unit to another shall be fixed in the latter unit with reference to the date of his first appointment to the category in the former unit.

Provided that any member who is transferred at his own request from one unit to another, shall have his seniority fixed in the latter unit with reference to the date of his first appointment in that latter unit.

In respect of posts of Section Officers (SC), General Administration (SC) Department and Home (SC) Departments and the Vigilance and Enforcement Departments shall be one unit.

**9. Special Provisions :**

A Section Officer who was transferred on or before the 1<sup>st</sup> June, 1968 from the former Panchayat Raj Department and after that date from the Planning and Panchayat Raj Department (Panchayat Raj Wing) to the Office of the Commissioner of Panchayat Raj and Rural Development shall be eligible to count for all purposes of these rules the service which he would have rendered in the Planning and Panchayat Raj (Panchayat Raj Wing) Department but for his transfer to the said office.

**10. (1) Preparation of panels of Additional Secretaries, Joint Secretaries and Deputy Secretaries to Government (Non-Cadre) :**

- (a) The panels shall be drawn up and the names therein shall be arranged in the order of preference by the Chief Secretary, in consultation with such of the Secretaries to Government as he considers necessary, for appointment to the categories of Additional Secretary, Joint Secretary or Deputy Secretary in each of the units of appointment specified in rule-8.
- (b) The panels shall be submitted for the approval of the State Government and it shall ordinarily be prepared in the month of September every year, reckoning the first of September of the year as the qualifying date to determine the eligibility of a candidate and these panels shall cease to be in force on the 31<sup>st</sup> December of the succeeding year or till a new panel is prepared whichever is earlier.

**(2) Preparation of panels of Assistant Secretaries and their appointment :**

**(a) Assistant Secretaries to Government other than Assistant Secretaries in Finance and Planning (Finance) and Law Departments.**

- (i) The Secretary to Government in every Department other than Law and Finance and Planning (Finance) Departments, shall send to the Chief Secretary to Government the names of all Section Officers, Private Secretaries to Secretaries to Government (including Private

Secretaries to Chief Secretary / Principal Secretary/ Additional Chief Secretary / Send Secretary / Special Chief Secretary / Ex-Officios Secretary to Government) who have undergone satisfactory training as Section Officers for a period of two years on duty as Section Officers in his Department, and who are approved probationers in respective category together with their personal files and his recommendation as to their suitability for appointment as Assistant Secretaries.

The Additional/Joint/Deputy Secretary, General Administration Department incharge of establishment of Strictly Confidential Unit shall similarly send to Chief Secretary the names of all Section Officers (Strictly Confidential) who have worked as Section Officers (Strictly Confidential) with their Personal Files and his recommendations as to their suitability for appointment as Assistant Secretary to Government.

(ii) The Chief Secretary to Government shall scrutinise all the personal files and the recommendations referred to in clause (i) and forward to the Andhra Pradesh Public Service Commission a list of eligible candidates with his recommendations.

(iii) The Andhra Pradesh Public Service Commission shall forward to the Chief Secretary to Government a list, arranged in the order of priority of candidates, whom it considers suitable for appointment as Assistant Secretaries. Such list, as approved by the State Government, shall be the panel.

(iv) When a vacancy occurs in a Department including the Governor's Secretariat but excluding Law and Finance and Planning (Finance) Departments, the person who is first among the persons in the panel awaiting appointment, shall be appointed.

(v) The strength of permanent and temporary posts of Assistant Secretaries shall be the cadre as a whole for all the Departments, including the Governor's Secretariat but excluding Law and Finance and Planning (Finance) Departments and no post shall be earmarked for any particular Department.

(vi) The cadre referred to in sub-clause (V) shall be administered by the General Administration Department and the postings and transfers of all Assistant Secretaries to Government in the Single Unit shall be made by the Chief Secretary to Government.

(b) **Assistant Secretaries to Government, Finance and Planning (Finance) Department**

(i) Appointment as Assistant Secretary to Government in the Finance and Planning (Finance) Department shall be made from a panel prepared as hereinafter provided for appointment by promotion of Section Officers; and Private Secretary to Secretary to Government of that Department, who has undergone satisfactory training as Section Officer for a period of two years on duty as Section Officer and who are approved probationer in respective category.

(ii) The Secretary to Government, Finance and Planning (Finance) Department shall scrutinise all the personal files and forward to the Andhra Pradesh Public Service Commission a list of eligible candidates with his recommendations.

(iii) The Andhra Pradesh Public Service Commission shall forward to the Secretary to Government, Finance and Planning (Finance) Department a list, arranged in the order priority

of candidates, whom it considers suitable for appointment as Assistant Secretaries. Such list, as approved by the State Government, shall be the panel.

(c) **Assistant Secretaries/Assistant Draftsman (Telugu) to Government in Law Department**

(i) The Secretary to Government, Law Department shall, on the basis of the personal files, forward to the Andhra Pradesh Public Service Commission a list of eligible Section Officers/Private Secretary to Government who has undergone satisfactory training as Section Officers for a period of two years on duty as Section Officers and who are approved probationers in respective categories. The Commission, after considering the list, shall return to the Secretary to Government, Law Department, a list arranged in the order of priority of candidates considered suitable for appointment as Assistant Secretaries in Law Department, and such list, on approval by the State Government, shall be the panel of persons eligible for appointment to the post of Assistant Secretary to Government, Law Department, in the said order of priority as and when vacancies arise.

(ii) The Secretary to Government, Law Department, shall on the basis of personal files, forward to the Andhra Pradesh Public Service Commission, a list of eligible translators who are approved probationers. The Commission after considering the list shall return to the Secretary to Government, Law Department, a list arranged in the order of priority of candidates considered suitable for appointment as Assistant Draftsman to Government (Telugu) Law Department, in such list, on approval by the State Government shall be the panel of persons eligible for appointment to the post of Assistant Draftsman to Government (Telugu), Law Department, in the said order of priorities as and when vacancies arise.

**N.V.H. SASTRY,  
SECRETARY TO GOVERNMENT (SERVICES)**

**ANNEXURE to G.O.Ms.No.445, G.A. (Ser.B) Department,  
dated 29-10-1998**

- 1. G.O.Ms.No.2, Law Deptt., dated 9-1-1960.**
- 2. G.O.Ms.No.1059, G.A. (Rules) Deptt., dated 15-7-1960.**
- 3. G.O.Ms.No.1224, G.A. (Spl.) Deptt., dated 4-10-1966.**
- 4. G.O.Ms.No.58, G.A. (Ser.B) Deptt., dated 16-1-1971.**
- 5. G.O.Ms.No.20, G.A. (Spl. A) Deptt., dated 17-1-1987.**
- 6. G.O.Ms.No.120, G.A. (OP-I) Deptt., dated 12-4-1982.**

## ANNEXURE

(See Rule-5)

Class-B

Class and Category	Method of appointment	Qualifications
(1)	(2)	(3)
2. Draftsman to Government, Law Department	By promotion	Must have sufficient experience in Legislative Drafting.
4. (a) (i) Assistant Secretary to Government, Law Department.	By any method	Must possess a Bachelor's Degree in Law of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or the Institutions recognised by the Institutions recognised by the University Grants Commission or an equivalent qualification with subjects of code of Civil Procedure and the code of Criminal procedure.
(ii) Assistant Draftsman (Telugu), Law Department including the post formerly designated as Scrutiny Officer, Law Department	By any method.	(i) Must possess a Bachelor's Degree in Law of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or the Institutions recognised by the University Grants Commission or an equivalent qualification with subjects of code of Civil Procedure and the code of Criminal Procedure.  (ii) Must have passed the Translation Test conducted by the Andhra Pradesh Public Service Commission in the Telugu Language; and  (iii) Must have atleast one year experience either in the Translation work or in the Legislature Drafting or both.

### **Explanation:**

For purpose of this rule any person who possess a Bachelor's Degree in Law without the subjects of Code of Civil Procedure and the code of Criminal Procedure but has passed the Civil Judicial Test and Criminal Judicial Test conducted by the Andhra Pradesh Public Service Commission shall be deemed to possess the qualification specified above.

Explanation: For the purpose of this rule any person who possesses a Bachelor's Degree in Law without the subjects of code of Civil Procedure and the Code of Criminal Procedure but has passed the Civil Judicial Test and Criminal Judicial Test conducted by the Andhra Pradesh Public Service Commission shall be deemed to possess the qualification specified in item (i) above.

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------|
| <p>4. (b) Assistant Secretary to Government, Finance and Planning (Finance) Department.</p>                                                                                                                                                                         | <p>By any method</p> | <p>Must have passed Accounts Tests for Subordinate Officers, Part-I and Part-II.</p> |
| <p>5. (a) Accounts Officer, under the control of the Finance and Planning (Finance) Department.</p>                                                                                                                                                                 | <p>By promotion.</p> | <p>Must have passed Accounts Tests for Subordinate Officers Part-I and Part-II.</p>  |
| <p>(b) Accounts Officer in the Departments of Secretariat including Special Officer (Accounts) in General Administration Department other than Finance and Planning (Finance) Department and Law Department and Panchayat Raj and Rural Development Department.</p> | <p>By promotion.</p> | <p>Must have passed Accounts Tests for Subordinate Officers. Part-I and Part-II.</p> |

6. Section Officer (Strictly Confidential) By any method (i) Must possess a Bachelor's Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an institution recognised by the University Grants Commission or an equivalent qualification.

(ii) Must have a minimum experience of 2 (two) years in the category of Section Officer (Single) Unit OR 5 (five) years in the category of Assistant Section Officer (Strictly Confidential).

Note: A written examination shall be conducted for the Section Officers in Single Unit for being considered for appointment to the posts of Section Officers (Strictly Confidential) and the mode of examination shall be as decided by the appointing authority from time to time.

**G.O.Ms.No.290, G.A. (Ser.B) Department, dt.6.7.2001**

7. (a) Section Officers in Law Department. By appointment by transfer by direct recruitment. Must possess a Bachelor's Degree in Law with subjects of Code of Civil Procedure and Code of Criminal Procedure in Law of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognised by the University Grants Commission or an equivalent qualification;

Note: The persons who were promoted as Assistant Section Officers after passing the Four papers test conducted by the Andhra Pradesh Public Service Commission and not having either a Law Degree or any other Degree and who are already in service on 19th June, 2000 may also be appointed by transfer as Section Officer in the Law Department, provided that the number of such non-law graduate Section Officers shall be three and not more than three."

**G.O.Ms.No.174, G.A. (Ser.B) Department, dt.9.4.2001**

(b) Section Officers in the Finance and Planning (Finance) Department. By appointment by transfer of Assistant Section Officers and Special Category Stenos of Finance and

Must have passed the Accounts Test for Subordinate Officers, Part-I.

Planning  
(Finance)  
Department  
appointment  
prior to  
8.3.1984 and  
exercised  
option for  
clerical line or  
for training  
Private  
Secretaries to  
Secretaries to  
Government.

By appointment (i) Must possess a Bachelor's Degree in Mathematics  
by transfer in Economics or in Commerce from a University in India  
the Heads of established or incorporated by or under a Central Act,  
Departments Provincial Act or a State Act or an Institution  
and recognised by the University Grants Commission or an  
Directorates equivalent qualification; and  
under the  
administrative  
control of (ii) Must have passed the Accounts Test for  
Finance and Subordinate Officer, Part-I.  
Planning  
(Finance)  
Department.

(c) Section By appointment Must possess a Bachelor's Degree of any University in  
Officer in all by transfer India established or incorporated by or under a Central  
Departments of from the Act, Provincial Act or a State Act or an Institution  
Secretariat Superintendents recognised by the University Grants Commission or an  
including Section in the Office of equivalent qualification.  
Officer the Heads of  
Governor's Departments.  
Secretariat other  
than Law  
Department and  
Finance and  
Planning  
(Finance)  
Departments.



- I. Translator in Law Department. By any method.
- (i) Must possess a Bachelor's Degree in Law of any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or the Institutions recognised by the University Grants Commission or an equivalent qualification.
  - (ii) Must have passed the Translation Test conducted by the Andhra Pradesh Public Service Commission in the Telugu Language; and
  - (iii) Must have atleast one year experience either in the translation worker in the legislative drafting or both.

**N.V.H. SASTRY,  
SECRETARY TO GOVERNMENT (SERVICES)**