

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

PUBLIC SERVICES – Subordinate Service – Andhra Pradesh Pay  
and Accounts Subordinate Service – Rules – Issued.

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**FINANCE & PLANNING (FW. ADMN. II) DEPARTMENT**

**G.O.Ms.No. 44**

**Dated :- 4-02-1994.**

**Read the following :-**

G.O.Ms.No. 120, Fin. & Plg. (FW. Admn. II) Department, dt.  
18-4-1979.

**ORDER**

The following notification will be published in the Andhra Pradesh Gazette :

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the orders issued in G.O.Ms.No. 120, Finance and Planning (FW) Department dated the 18<sup>th</sup> April, 1979 the Governor of Andhra Pradesh hereby makes the following Rules in the Andhra Pradesh Pay and Accounts Subordinate Service.

**RULES**

**1. Short title :**

These rules may be called the Andhra Pradesh Pay and Accounts Subordinate Service Rules 1994.

**2. Constitution :-**

The service shall consist of the following categories of posts.

Category 1 : Pay and Accounts Superintendents.

Category 2 : Auditors

Category 3 : Assistant Auditors

**3. Method of appointment and appointing Authority :-**

Subject to the other provisions contained in these rules the method of appointment and appointing authority for the categories shall be as follows :

Sl. No.	Category	Method of Appointment	Appointing Authority
1.	2.	3.	4.
1.	Pay & Accounts Superintendents	i) By promotion from Category 2  ii) By appointment by transfer of Upper Division Stenos in the AP Ministerial Services in the Pay and Accounts Office.	Pay & Accounts Officer.
2.	Auditors	i) By direct recruitment  ii) By promotion from Category 3  iii) By appointment by transfer to Typists including Lower Division and Telephone Operators in the A.P. Ministerial Services.	Deputy Pay and Accounts Officer
3.	Asst. Auditors	i) By direct recruitment  ii) By appointment by transfer of Record Asst. / Daftari / Reneo Operator & Attenders in the Pay & Accounts Office.	Deputy Pay and Accounts Officer

NOTE :-

1. In the case of appointment of the post of Auditors out of a cycle of 10 substantive vacancies the 1<sup>st</sup>, 5<sup>th</sup> and 9<sup>th</sup> Vacancy shall be filled by appointment by transfer of eligible Typist / Lower Division Stenos / Telephone Operator (from a combined list). The remaining Vacancies shall be filled by promotion from category 3.
2. In the matter of appointment to the post of Asst. Auditors out of a cycle of 100 substantive vacancies the 11<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>, 35<sup>th</sup>, 42<sup>nd</sup>, 49<sup>th</sup>, 56<sup>th</sup>, 63<sup>rd</sup>, 70<sup>th</sup>, 77<sup>th</sup>, 84<sup>th</sup>, 91<sup>st</sup> and 98<sup>th</sup> vacancies shall be filled by appointment by transfer from the cadre of Record Assistant / Last Grade Service and the remaining vacancies by direct recruitment.

#### **4. Preference in Appointment :-**

In the matter of direct recruitment to posts for which women and men are equally suited., other things being equal, preference shall be given to women and they shall be selected to an extent of atleast 30 of the posts in each category of OC, BC(A), BC(B), BC(C) and BC(D), SC, ST and Physically Handicapped and Ex-Servicement quota.

#### **5. Qualifications :-**

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

#### **6. AGE :**

No person shall be eligible for appointment by direct recruitment if he has completed 28 years of age of the first day of July, of the year in which the notification for selection is made.

#### **7. Minimum Service :**

- a) Every person shall be eligible for appointment by transfer or promotion unless he is an approved probationer and has put in not less than three years of service in the category from which promotion or appointment by transfer is made.
- b) For appointment as Assistant Auditor by transfer from the cadres of Record Assistant / Last Grade Service one shall necessarily put in service of not less than 5 years in any category from which appointment by transfer is made.

#### **8. Probation :**

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

#### **9. Training :**

- a) Every person appointed by direct recruitment to the category of Auditor or Assistant Auditor shall undergo training for a period of three months in accordance with such programme as may be prescribed by the Pay and Accounts Officer from time to time.

b) Every person appointed by direct recruitment to the category of Auditor or Assistant Auditor shall undergo training for a period of three months in accordance with such programme as may be prescribed as may be prescribed by the Pay and Accounts Officer from time to time.

c) Every person appointed by direct recruitment shall before the commencement of training, execute an agreement bond that he shall serve the department for a period of three years after the completion of training referred to in sub-rule (a).

d) The period of training shall count for purposes of probation, increment, leave and pension.

e) A direct recruitment who is selected and appointed shall be eligible during the period of training for the initial pay of the post with the usual allowances admissible at place of training.

f) He will be liable to refund to the Government the Pay and Allowances or other remuneration received by him in addition to the amount spent by the Government on his training.

- 1) if he fails to service the Department for a period of three years after the completion of his training for any reason; or
- 2) if he discontinued the training or is discharged from the training course for misconduct or for any other reason; or
- 3) if he secures any other employment, elsewhere other than under the State Government.

## **10. TESTS :-**

Every person appointed by direct recruitment as Auditor shall pass the Accounts Test for Subordinate Officers, Parts I & II, within the period of probation.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**D. SUBBA RAO,  
SECRETARY TO GOVERNMENT.**

Copy to :

1. The Pay & Accounts Officer, Hyderabad.
2. The Director of Printing & Stationery, Hyderabad.
3. The Accountant General, A.P., Hyderabad.
4. All Heads of Secretariats.
5. All Heads of Departments.
6. SF/SCs.

//forwarded :: by order //

**SECTION OFFICER**

**ANNEXURE**  
**(See Rule 5)**

Category	Method of appointment	Qualification
1. Pay & Accounts Superintendent	By promotion or appointment by transfer	Must have passed the Accounts Test for Subordinate Officer Part I and II.
2. Auditors	i) By direct recruitment	Must possess a Bachelor's Degree of a University in India established or incorporated by under a Central Act, Provincial Act or a State Act or any other equivalent qualification.
	ii) By promotion or appointment by transfer.	i) Must possess a Bachelor's Degree of a University in India established or incorporated by under a Central Act, Provincial Act or a State Act or any other equivalent qualification.  ii) Must have passed Accounts Test for subordinate Officers, Part-I & II.
3. Asst. Auditors	i) By direct recruitment  ii) By appointment by transfer	Must possess a Bachelor's Degree of a University in India established or incorporated by under a Central Act, Provincial Act or a State Act or any other equivalent qualification.