

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT – GREATER
VISAKHAPATNAM MUNICIPAL CORPORATION MINISTERIAL SUBORDINATE
SERVICE RULES, 2014 – ORDERS – ISSUED.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (D1) DEPARTMENT

G.O.Ms.No. 40

Dated:03.02.2014.

Read :-

From the CDMA, Hyderabad, Letter No. 2803/2011/K1, Dated: 11.03.2013.

ORDER:

The following notification shall be published in the Extraordinary Issue of the
Andhra Pradesh Gazette, dated:06.02.2014.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 11 and
sub-section (1) of section 7 of the Visakhapatnam Municipal Corporation Act, 1979
read with section 139 of Greater Hyderabad Municipal Corporation Act, 1955, the
Governor of Andhra Pradesh hereby makes the following rules:-

RULES

1. Short title

These rules may be called the Greater Visakhapatnam Municipal Corporation
Ministerial Subordinate Service Rules, 2014.

2. Extent

These rules are applicable to Greater Visakhapatnam Municipal Corporation.

3. Commencement

These rules shall come into force on and from the date of publication of the
Rules in Andhra Pradesh Gazette.

4. Definitions

As they occur, unless the context otherwise requires, the words and
expressions used in these rules but not defined, shall carry the same meaning as
defined under Greater Hyderabad Municipal Corporation Act, 1955, The
Visakhapatnam Municipal Corporation Act, 1979 and Andhra Pradesh State and
Subordinate Service Rules, 1996.

5. Constitution and Appointment

The Greater Visakhapatnam Municipal Corporation Ministerial Subordinate
Service shall consist of the following categories of posts indicated in column (1).

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The method of appointment and appointing authority for the categories of posts mentioned in columns (1 & 2) of the table below shall be as specified in the corresponding entries in column (3) and column (4) thereof:-

Sl. No.	Category		Method of Appointment	Appointing Authority
	(1)	(2)	(3)	(4)
1.	Category I	Administrative Officer, Revenue Officer, Accounts Officer and Superintendent	By promotion from Category II with not less than three years service in that category	Corporation
2.	Category II (a) Category II (b)	Senior Assistant including Tax Inspector, (Upper Division) and Revenue Inspector Senior (Upper Division) Stenographer	By promotion from Junior Assistant / Lower Division Revenue Inspector in Category III (a) with not less than three years service in that category 1) By direct recruitment to the extent of 50% of the vacancies in the category. 2) By promotion to the extent of 50% of the vacancies in the category from Lower Division Stenographer / Typist in Category III (b) with not less than five years service in that category	Standing Committee
3.	Category III(a)	Junior Assistant	1) By Direct recruitment to the extent of 50% of the vacancies in the category. 2) By appointment by transfer to the extent of 50% of vacancies in the category from the following categories with five years service in that category in the following rotation. 1 st vacancy - Bill Collector 2 nd vacancy - Record Assistant 3 rd Vacancy - Office Subordinate or PH Worker or Non-PH Worker or employee of equivalent category duly following the combined seniority of these categories	Standing Committee

	Category. III (b)	Junior (Lower Division) Stenographer and Typist	3) In the event of employees with prescribed qualifications are not available for appointment by transfer to Category III (a), the resultant vacancies shall be filled by direct recruitment. By direct recruitment	Commissioner
4.	Category IV	Bill Collector / Tax Collector and Record Assistant	1) By Direct recruitment to the extent of 50% of the vacancies in the category. 2) By appointment by transfer to the extent of 50% of vacancies in the category from the following categories with five years service in that category in the following rotation. 1 st vacancy - Office Subordinate 2 nd vacancy - Public Health Worker 3 rd Vacancy - Non-Public Health Worker 3) In the event of employees with prescribed qualifications are not available for appointment by transfer to Category IV, the resultant vacancies shall be filled by direct recruitment.	Commissioner

Note: The posts of Senior Assistants and Tax Inspectors / Senior Revenue Inspectors are equivalent posts and they are inter-transferable.

Note 1

The inter-se seniority among officers mentioned in category I shall be fixed with reference to their date of promotion as Superintendent for the reason that the pay scales of Administrative Officer, Revenue Officer, Accounts Officer and Superintendent have become equal in Revised Scales of pay 2010 whereas the pay scales of Administrative Officer, Revenue Officer, Accounts Officer were higher than that of Superintendent prior to Revised Scales of pay 2010.

Note 2

(a) Appointment by promotion to categories I and II, and appointment by transfer to categories III and IV shall be made from a panel prepared by a Committee consisting of the following members:

- (i) Mayor
- (ii) Commissioner
- (iii) Additional Commissioner / Deputy Commissioner dealing with Administration

- (b) The date and time of the meeting will be fixed by the Commissioner in consultation with the Mayor. The Mayor shall preside over the meeting and the quorum for the meeting is two members, the presence of the presiding authority being compulsory.

Note 3

Whenever a municipality is included in the Corporation, the persons holding the posts of Accountant, Revenue Officer or Manager will be absorbed in category I of this Service provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 4

Whenever a Gram Panchayat is included in the Corporation, the persons holding the posts of Village Development Officer (VDO) / Panchayat Secretary / Executive Officer / Special Category Executive Officer will be absorbed in a category in this Service which is having equivalent pay scale to that of VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer. In the event of posts in this service with pay scale equivalent to that of VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer are not available, the VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer will be absorbed in a post in this service which is having next higher pay scale to that of the pay scale of VDO / Panchayat Secretary / Executive Officer / Special Category Executive Officer provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 5

- (a) Whenever a municipality is included in the Corporation, the persons holding the posts of Senior Assistant/UD Revenue Inspector/ UD Stenographer will be absorbed in category II of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service
- (b) Whenever a Gram Panchayat is included in the Corporation, the persons holding the posts of Senior Assistant will be absorbed in category II of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 6

- (a) Whenever a municipality is included in the Corporation, the persons holding the posts of Junior Assistant/LD Revenue Inspector/ LD Stenographer /Typist will be absorbed in category III of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.
- (b) Whenever a Gram Panchayat is included in the Corporation, the persons holding the posts of Junior Assistant will be absorbed in category III of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service

Note 7

- (a) Whenever a municipality is included in the Corporation, the persons holding the posts of Bill Collector / Record Assistant will be absorbed in category IV of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service
- (b) Whenever a Gram Panchayat is included in the Corporation, the persons holding the regular posts of Bill Collector / Record Assistant will be absorbed in category IV of this Service, provided they opt for Corporation Service. The past service rendered by the above officers will be counted for fixing inter-se seniority in this Service.

Note 8

Wherever the rule prescribes appointment by Direct Recruitment, it shall be made through Andhra Pradesh Public Service Commission.

6. Qualifications

No person shall be eligible for appointment to the category of posts in column (2) of the table unless one possesses the qualifications prescribed in the corresponding entries in column (3) thereof.

Sl. No.	Category of posts	Qualifications prescribed
(1)	(2)	(3)
1.	Administrative Officer, Revenue Officer, Accounts Officer and Superintendent	Must be a graduate of a recognized University or an equivalent qualification.
2.	a) Senior Assistant including Tax Inspector and Upper Division Revenue Inspector	Must be a graduate of a recognized university or its equivalent qualification
	b) Senior (Upper Division) Stenographer	1) Must be a graduate of a recognized university or its equivalent qualification 2) A pass in English Shorthand higher grade examination 3) A pass in English Typewriting higher grade examination 4) A pass in Telugu Typewriting higher grade examination 5) Knowledge of computer basics with MS office
3.	a) Junior Assistant	A pass in Intermediate or its equivalent examination

	b) Junior (Lower Division) Stenographer	1) A pass in Intermediate or its equivalent examination 2) A pass in English Shorthand lower grade examination 3) A pass in English Typewriting higher grade examination 4) A pass in Telugu Typewriting lower grade examination 5) Knowledge of computer basics with MS office
	c) Typist	1) A pass in Intermediate or its equivalent examination 2) A pass in English Typewriting higher grade examination 3) A pass in Telugu Typewriting lower grade examination 4) Knowledge of computer basics with MS office
4.	Bill Collector / Tax Collector, and Record Assistant	1) By direct recruitment - A pass in Intermediate or its equivalent examination 2) By appointment by transfer - A pass in SSC or its equivalent examination

7. Tests

- (1) Every person appointed by direct recruitment in any category shall pass the Account Test for Local Body Employees within the period of probation.
- (2) If any person fails to pass the above test within the period of probation or within such extended period, he shall be discharged from service by the appointing authority;

Provided that a member of SC/ST shall not be discharged from service for failure to pass the above test and the period of probation of such member shall stand extended from time to time till he passes the tests.

- (3) No person shall be eligible for promotion to category I and II unless he passes the test prescribed in sub rule (1).
- (4) Every person appointed by transfer to category III and IV shall pass the Accounts test for Local Body Employees within the period of one year from the date of transfer.

8. Reservation of appointment:

Reservation in appointments shall be as per provisions contained in Rule 22 and 22 A of the Andhra Pradesh State and Subordinate Service Rules, 1996 and subsequent amendments issued from time to time.

9. Age

The rules governing the minimum and maximum age for direct recruitment in the government service shall mutatis-mutandis apply to all categories of this Service.

10. Temporary Appointment

- (1) Where it is necessary in public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may promote a person purely on temporary basis, until a person is appointed in accordance with the rules.
- (2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)
- (3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category, or seniority.

11. Security

Every person on appointment to the post of Bill Collector or Tax Collector or Tax Inspector shall furnish a personal security of the value of one lakh of rupees in cash or in the form of National Saving Certificates or Deposits from Nationalized Banks.

12. Seniority

The seniority of the members of the Service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and Subordinate Service Rules 1996.

13. Probation

Every person appointed to a category in the Service shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if recruited direct and for a total period of one year on duty within a continuous period of two years, if appointed by promotion.

14. Training

- (1) Every person appointed in category III and IV, either on transfer or by direct recruitment shall undergo induction training for a period of 3 months in the following areas.
 - (a) Municipal organization
 - (b) Office procedure
 - (c) Administration department
 - (d) Secretary department
 - (e) Revenue department
 - (f) Accounts department
 - (g) Public Health & Sanitation department
 - (h) Engineering department
 - (i) Town Planning department
 - (j) Urban Poverty Alleviation department
 - (k) Computer Basics
- (2) There shall be orientation training to the members of the Service at such periodic intervals as determined by the Government.

15. Conditions of Service

In matters not covered by these rules, the members of the service shall be governed by the rules applicable to government servants

16. Postings and Transfers

The authority competent to order postings and transfers in respect of all categories in this Service within the Corporation is the Commissioner.

17. Pay and allowances

A member of the Service shall draw pay and all allowances admissible from municipal funds as per the orders of Government issued from time to time.

18. Leave

The Commissioner is competent to sanction all kinds of leave to the members of the Service.

19. Leave Salary

Leave salary of the members of the Service shall be paid from municipal funds.

20. Loans and Advances

The Commissioner is competent to sanction loans and advances to the members of the Service from the municipal fund as per the rules applicable to government employees.

21. Discipline and Control

- (1) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to government servants shall be applicable to the members of this Service except to the extent indicated below.
- (2) The Commissioner may place a member of any category of this Service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of Law or impose the following penalties:
 - (a) Censure
 - (b) Withholding of increment, and
 - (c) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders while working in the Corporation

Provided that –

- (a) The period of suspension shall not exceed six months.
- (b) The appointing authority concerned shall also have power to suspend a member of this Service pending enquiry into grave charges or impose the above penalties.

- (3) The authority which may impose the following penalties on a member of this Service shall be the appointing authority concerned:
 - (a) Suspension
 - (b) Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale
 - (c) Withholding of increment / promotion.
 - (d) Compulsory retirement from service
 - (e) Removal from service
 - (f) Dismissal from service
- (4) An appeal against any order imposing a penalty by the Commissioner or Standing Committee shall lie to the Corporation and it shall be made within three months.
- (5) An appeal against any order imposing a penalty by the Corporation shall lie to the Government and it shall be made within three months.
- (6) The period of three months referred above is reckoned from the date of receipt by the member of the Service of the order imposing the penalty

22. Conduct

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to Government servants as amended from time to time shall be applicable to the members of this Service.

23. Pension

- (1) The existing municipal employees appointed before 1-9-2004 and who are promoted to this Service shall be paid pension from municipal funds as per the orders issued by the Government from time to time.
- (2) The existing municipal employees appointed on or after 1-9-2004 and who are promoted to this Service and persons recruited direct to this Service shall be governed by contributory pension scheme introduced in G.O. Ms No.653 Finance (Pension - I) Department dated 22-9-2004.
- (3) In respect of officers drawn on deputation, the concerned Department shall pay the pension, as applicable in their parent Department and pensionary contribution as applicable shall be paid by the Corporation to the concerned Department.

24. Repeal and Savings

- (1) All other service rules applicable to various categories referred in these rules are repealed
- (2) Except otherwise specifically stated, all rules applicable to government servants are applicable to the members of this Service.

- (3) Nothing in these rules shall adversely affect the interests of any person who was appointed prior to the commencement of these rules according to the provisions of the rules then in force.
- (4) If there is any discrepancy in interpreting the rules, the matter shall be referred to Government and orders passed thereon are final.

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

Dr. SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Printing and Stationary and Stores Purchase,
Chanchalaguda A.P., Hyderabad.

(with a request to publish in the AP Gazette and send 100 copies to each to
Government and Greater Visakhapatnam Municipal Corporation,
Visakhapatnam.)

The Commissioner, Greater Visakhapatnam Municipal Corporation, Visakhapatnam.

The Commissioner & Director of Municipal Administration, Hyderabad.

Copy to :

The P.S. to M(MA).

The Law Department.

SF/SC.

// FORWARDED : : BY ORDER //

SECTION OFFICER