

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT  
DEPARTMENT  
(M. A.)

SPECIAL RULES FOR THE ANDHRA PRADESH TOWN PLANNING SUBORDINATE SERVICE

[ G.O.Ms.No. 445, Municipal Administration and Urban Development  
(B2) 26<sup>th</sup> July, 199. ]

Read :-

1. G.O.Ms.No. 39, M.A., dated 27-1-1975.
2. G.O. Rt. No. 4433, G.A.D., dated 4-12-1986.
3. O.M.C. letter No. 233/OMC/SPS/Services-II/88-3, dated 4-5-1989.
4. From the D.T. & C.P., Lr. Roc. No. 8410/89/E1, dated 5-10-1996.
5. From the Secretary, APPSC, Lr. No. 1619/RR/3/98, dated 20-5-1999.

In the Government order 1<sup>st</sup> read above, Special Rules for the A.P. Town Planning Service Rules were reissued and certain amendments were also issued to those rules from time to time.

2. In the G.O. 2<sup>nd</sup> read above , the One Man Commission has been entrusted with the work of revision and updating service rules for the various posts under the State Government, Accordingly, the One Man Commission, took up the examination of the rules for the Non-Gazetted posts in the Town Country Planning and made certain changes keeping in view the several changes that have taken place in the Administrative system and sent the draft rules as finalized by the Commission and issue after due consideration. The draft rules as finalized by One Man Commission have been examined by the Government in consultation with the Director of Town and Country Planning.

3. The Government after due consideration hereby issue the Special Rules, for the Andhra Pradesh Town Planning Service, in supersession of the Special Rules, and ad-hoc rules issued in the G.O. 1<sup>st</sup> read above.

**APPENDIX**

**NOTIFICATION**

**(THE ANDHRA PRADESH TOWN PLANNING SUBORDINATE SERVICES RULES)**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following special rules, for the Andhra Pradesh Town Planning subordinate Service in supersession of the rules issued in G.O.Ms.No. 39, Municipal Administration Dated : the 27<sup>th</sup> January, 1975 as subsequently amended, from time to time.

## R U L E S

**1. Short Title** : These rules may be called the Andhra Pradesh Town Planning Subordinate Service Rules 1999.

**2. Constitution** : The Service shall Consist of following categories of posts:-

### CLASS -A

Category (1) : Town Planning Assistant.

Category (2) : Architectural Draughtsman including quantity Surveyor, Draughtsman-Cum-Modellar and Draughtsman Grade-I.

Category (3) : Assistant Architectural Draughtsman including Sub-overseer, Draughtsman Grade-II and Surveyor.

Category (4) : Tracer.

Category (5) : Blue Print Operator.

### CLASS- B

Statistical Assistant.

### **3. METHOD OF APPOINTMENT AND APPOINTING AUTHORITY**

Subject to the other provisions in these rules, the method of Appointment and appointing authority for the several categories shall be as shown in the table below:

## T A B L E

<b>CLASS &amp; CATEGORY</b>	<b>METHOD OF APPOINTMENT</b>	<b>APPOINTING AUTHORITY</b>
(1)	(2)	(3)

### CLASS –A

#### 1. CATEGORY (1):

Town Planning Asst.

(i) By promotion of Architectural Draughtsman (Category 2 of Class-A) OR

(ii) By direct

Director of Town and Country Planning.

recruitment

**2. CATEGORY (2) :**

Architectural  
Draughtsman

By Promotion of  
Asst. Architectural  
Draughtsman (Cate-  
gory 3 of Class –A)

Director of Town  
and Country  
Planning.

**3. CATEGORY (3) :**

Assistant Architectu-  
ral Draughtsman

- (i) By direct  
recruitment
- (ii) By promotion of  
Tracer (Category  
of 4 of Class- A)

Director of Town  
and Country  
Planning.

If no qualified and  
suitable Tracer is  
available for  
promotion, the  
vacancy meant for  
promotion shall be  
filled by direct  
recruitment.

**4. CATEGORY (4) :**

Tracer

- (i) By promotion of Blue  
Print Operator  
(Category 5 of  
Class – A )
- (ii) If no qualified or  
suitable Blue Print  
Operator is available  
for Promotion, by  
direct recruitment.

Director of Town  
and Country  
Planning.

**5. CATEGORY (5) :**

Blue Print Operator

By appointment by  
Transfer from qualified  
Members of the Andhra  
Pradesh Last Grade  
Service working in the  
Town Planning Depart-  
ment.

Director of Town  
and Country  
Planning.

## **CLASS –B**

Statistical Assistant	(i) By appointment by Transfer of senior assistants in the Andhra Pradesh Municipal Service Working in the Town and Country Planning Department.	Director of Town and Country Planning.
	(ii) If no qualified or Suitable person is available for appointment by method (i) above, by deputations of Deputy Statistical Officer of Bureau of Economics and Statistics on tenure basis for a period of 3 years.	

Note :- (a) 33 1/3% of the number of substantive vacancies in the category of Town Planning Assistants and 80% of the number of substantive vacancies in the category of Assistant Architectural Draughtsman shall be filled by direct recruitment.

(b) Appointment to the categories of Town Planning Assistant and Assistant Architectural Draughtsman, other than by direct recruitment , shall be made by promotion from the categories indicated against the respective categories in the above Table.

Notwithstanding anything contained in this rule, the seniority of a person appointed as Town Planning Assistant and Assistant Architectural Draughtsman shall be governed by the provisions of General rule 33 of the Andhra Pradesh State and Subordinated Service Rules.

### **4. RESERVATION :**

(a) The rule of special representation (General Rule 22) shall apply to appointments by direct recruitment to the posts of Town Planning Assistant and Assistant Architectural Draughtsman and that the 6<sup>th</sup> , 31<sup>st</sup> and 56<sup>th</sup> turns in each unit of hundred vacancies shall be allotted to the physically handicapped persons and where qualified and suitable candidates and not available from among the physically handicapped persons, the turn allotted for them in the unit referred to above, shall be carried forward for three succeeding recruitment years and the reservation for these vacancies shall cease thereafter.

(b) In the matter of direct recruitment to the posts for which women and men are equally suited, there shall be reservation to women to an extent of 33 1/3% of the posts in each category of Open Competition, Back Ward Classes (Group-A), Backward Classes (Group-B), Back Ward Classes( Group-C), Back Ward Class (Group-D), Scheduled Castes, Scheduled Tribes and Physically Handicapped and Ex-Servicemen quota.

#### **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 qualification 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 on the first day of July of the year in which the notification for selection is made.

#### **7. TRAINING :**

(a) Every person appointed by direct recruitment to the post of Town Planning Assistant or by appointment by transfer as Town Planning Assistant shall undergo immediately after appointment, a course of training for a period of (6) months and (3) months respectively by the department.

(b) Every person appointed by direct recruitment shall before the commencement of the training, execute an agreement bond that he shall serve the department for a period of 3 years after completion of training referred to in Sub-rule (a).

(c) He will be liable to refund to the Government the pay and allowances and any other remuneration received by him in addition to the amount spent by the Government on his training.

(i) If he fails to serve the department for a period of 3years after the completion of his training for any reason, or

(ii) If he discontinues the training or is discharged from training course due to misconduct or any other reason;

Provided that the enforcement of bond should not be insisted upon in the case of an employee of State Government who joins the Central Government/ State Government or quasi Government Organisation or another public enterprise, wholly/substantially owned/financed/controlled by the Central

Government or autonomous bodies in order to secure employment other than private employment, subject to the condition that a fresh bond is taken

to ensure that the employee serves the new employer for the balance of the original bond period.

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

(e) A direct recruitee shall be eligible, during such period of training, an initial pay of the post with usual allowances admissible under rules, place of training.

## **8. MINIMUM SERVICE :**

No person shall be eligible for appointment by transfer or promotion unless he has put in not less than 3 years of service in the category from which promotion or appointment by transfer is made.

## **9. PROBATION :**

(a) Every person appointed by direct recruitment to the post shall, from the date on which the commences probation be on probation for a total period of two years on duty within a continuous period of three years.

(b) 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.

## **10. TEST :**

Every person appointed by direct recruitment to the post of Town Planning Assistant shall pass the Accounts Test for the employees of the Local Bodies within the period of probation.

## **11. TRANSFERS AND POSTINGS :**

The Director of Town and Country Planning shall be the competent authority to effect transfer and posting of the member of this services.

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

<b>CLASS &amp; CATEGORY</b>	<b>METHOD OF APPOINTMENT</b>	<b>QUALIFICATION</b>
(1)	(2)	(3)
<b><u>CLASS- A</u></b>		
<b><u>CATEGORY – (1)</u></b>	(a) By direct recruitment	Must be an Associate Member of Institute of Town Planners (India) or an equivalent degree or diploma in Town Planning from any recognised Institution or Association.
	(b) By promotion	(i) Must be an Associate Member of an equivalent degree or diploma in Town Planning from any recognized Institution or Association.
		OR
		Must be an Associate Member of the India Institute of Architects of Degree of Diploma in Architecture from any college of Institute recognised by the Indian Institute of Architects for selection as an Associate member;
		OR
		Must possess a Degree in Civil Engineering of a University in India or an equivalent qualification
		OR
		Must possess a Diploma in Civil Engineering from any college or Technical Institute recognized by the State Government as equivalent to Licenciate in Civil Engineering or Licenciate Diploma, with experience in Town Planning in a Government Department of Local Authority or Town Planning Trust or Urban Development Authority for a period of not less than three Years;
		OR

Must have passed in Andhra Pradesh Government Examination for Certificate in Architecture (New rules) or any equivalent examination with experience in Town Planning Department or a Local Authority Development Authorities for a period of not less than three years.

Note :- A pass in the Andhra Pradesh Government Examination in the certificate in Architecture (New rules) and a pass in Government Examination for certificate for Architecture Draughtsman and Assistantship will be considered equivalent to Licentiate in Architecture Apprenticeship in the case of the present incumbents, and

(ii) Must have passed Accounts Test for employees in Local Bodies or Accounts Test for Subordinate Officers, Part-I.

### **CATEGORY (3)**

Assistant  
Architectural  
Draughtsman

By direct  
recruitment  
or by promotion

(i) Must have passed X class examination or an equivalent examination ; and

(ii) Must Possess a Diploma in Civil Engineering awarded by the Andhra Pradesh Board of Technical Education or I.S.E. Diploma or an equivalent qualification.

**OR**

Must have passed Draughtsmanship (Civil) course under the revised syllabus introduced from July, 1952 conducted by the Government of India or pass in Draughtsman Civil Course conducted by the Industrial Training Institute, Government of Andhra Pradesh with experience in drawing and designing for a period of not less than one year in Town Planning Department, or a local authority or Public works Depart-



ment, or Town Planning Trust or Urban Development Authority;

OR

Must have passed All India Trade Test for Surveyer Course conducted by the Industrial Training Institute, Government of Andhra Pradesh with experience in Town Planning or Engineering or Survey for a Period of not less than one year.

Note : A pass in the Andhra Pradesh Examination in the certificate or Architecture in new rules and a pass in Government Examination or Certificate in Architectural Draughtsman and Assistantship will be considered equivalent to Licentiate in Architecture Apprenticeship in the case of the present incumbents.

#### **CATEGORY (4)**

Tracer	By direct recruitment or by Promotion	(i) Must have passed Draughtsman ship (Civil) examination from any Industrial Training Institute in the State or its equivalent qualification; and  (ii) Must possess a Trade Certificate for Surveyors from any Industrial Training Institute in the State or its equivalent qualification
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#### **CATEGORY (5)**

Blue Print Operator	By appointment by transfers.	(i) Must have passed 7 <sup>th</sup> Class examination or its equivalent examination; and  (ii) Must have practical experience in Blue Printing work for a period of at least two years in any Government Engineering Department or Architect's office or Local Authority.
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**N.S. HARIHARAN,  
PRINCIPAL SECRETARY TO GOVERNMENT.**