

**PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT  
(MDL.II)  
ANDHRA PRADESH PANCHAYAT RAJ  
SUB:-ORDINATE SERVICE RULES FOR THE PSOT OF PANCHAYAT  
SECRETARY.**

**[G.O.MS.NO.295, Panchayat Raj and Rural Development (MDL.II), 2<sup>nd</sup>  
August, 2002.]**

**NO.5.**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with sub-section (1) of section 268 of the Andhra Pradesh Panchayat Raj Act, 1994 (Andhra Pradesh Act, 13 of the 1994) and all other powers here unto the Governor of Andhra Pradesh hereby makes the following rules for the post of Panchayat Secretary in the Andhra Pradesh Panchayat Raj Sub-ordinate Service.

2. These rules shall be deemed to have come into force with effect on and from 12.12.2001.

**RULES.**

1. **Short Title:-** These rules may be called the Andhra Pradesh Panchayat Raj (Panchayat Secretary) Sub-ordinate service rules, 2002.

2. **Constitution:** The service shall be constituted from the following cadres:

(1) category-I Executive Officer,  
Panchayat Secretary Grade-I

(2) Category-II Executive Officer,  
Panchayat Secretary Grade-II

(3) Category-III Village Development  
Panchayat Secretary Officer, Grade-I.

(4) Category-III Village	Development Panchayat Secretary Officer, Grade-I.	Category (1)	Method of Appointment (2)
(5) Category-V Panchayat Secretary	Village Development Officer, Grade-III, qualified Village Administrative Officers. After obtaining their option junior Assistants, Junior Assistant cum bill lectors/Bill Collectors working in Gram Panchayats in Sanctioned provincialised posts with regular time scale and are entitled to draw their salaries from Treasury, Supernumerary junior Assistants from Revenue Department after obtaining their option, Surplus Junior Assistants consequent on abolition of the post of Extension officer (Panchayats).	(1) Category-I Panchayat Secretary	By transfer from the Executive Officer (Grampanchayats) Grade.I
		(2) Category-II Panchayat Secretary	By transfer from the Executive Officer (Grampanchayats) Grade.I
		(3) Category-III Panchayat Secretary	By transfer from Village Development Officer.
		(4) Category-IV Panchayat Secretary	By transfer from Village Development Officer.
		(5) Category-V Panchayat Secretary	By transfer from Village Development Officer. GradeII qualified village Administrative officers after obtaining

(6) Category-V	From surplus manpower pool provided by Finance Department Surplus identified by collectors as per G.O.Ms.No. 24, Finance (SMPC) Department, Dt:9.1.2002 and Memo No.3887/B/362/SMPC/2001, Dt:28.2.2002 and redeployment from other Govt. Department.	their option, Junior Assistants, Junior Assistant-Cum-Bill collectors/Bill Collectors working in Gram Panchayats, in sanctioned provincialised posts with regular time scale and are entitled to draw their salaries from Treasury Supernumerary Junior Assistants from Revenue Department after obtaining their option surplus junior Assistants consequent on abolition of the post of Extension officer (Panchayats.)
(7) Category-VII	From the category of qualified village servants to the extent of quota prescribed.	(6) Category-VI Panchayat Secretary By transfer from surplusman power pool provided by Finance Department surplus identified by collectors as per G.O.Ms.No..24, Finance (SMPC) Department, Dt.9.1.2002 and Memo No.3887-B/362/SMPC/2001, Dt:28.2.2002 and re-deployment from other Government Departments.

3. Method of Appointment: 3(a)  
Appointment to the posts specified in column (1) of the table below shall be made by the method specified against the corresponding entry in column (2) thereof

(7) Category-VII on transfer from the panchayat Secretary cadre of qualified village servants.

(b) A quota of 20% of the posts of panchayat secretaries shall be filled up by the qualified Village servants out of the arising vacancies from the category of panchayat secretaries which are held by village Administrative Officers. This sub rule pertains to category VII Panchayat Secretaries only.

© The posts from which the Panchayat Secretaries are drawn as indicated at column 2 of the rule 3 shall cease to exist in the parent department as and when the parent department as and when the candidate join as panchayat Secretary in Gram Panchayat.

Note:

There will be no common seniority for the post of the panchayat Secretary. The original promotional channels of different feeder categories shall be protected as such.

#### **4. Unit of Appointment:**

Each district shall be a unit, for the purpose of appointment by transfer.

#### **5. Appointing and disciplinary**

authority: The appointing as well as disciplinary authority shall be the district collector concerned.

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6. **Transfers:** The District Collector shall be the transferring authority.

7. **Qualifications:** No persons shall be eligible for appointment by transfer to the post of panchayat Secretary unless he or she has passed SSC examination or its equivalent. If direct recruitment is made in future, the minimum qualification for the Direct recruitment shall be Graduation.

8. **Training:** Every person appointed to the service shall undergo training as per requirements of the duties to be performed by them including field visits for such duration as may be prescribed by Government from time to time and the training shall be imparted under the supervision of Andhra Pradesh Academy of Rural Development.

9. **Probation:** Every person appointed by transfer to any category of panchayat Secretary shall be on probation for a total period of one year on duty within a continuous period of two years.

**I.Y.R.KRISHNA RAO,  
Secretary to Govt.**