

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services – Rules – Andhra Pradesh Survey and Land Records Sub-ordinate
Service Rules – Re-issued – Notification Published.

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REVENUE (SS) DEPARTMENT

G.O.MS.NO.14

**DATED: 3rd JAN., 1996.
Read the following:-**

1. G.O.Ms.No.601, Revenue, dated 6.4.64 as amended from time to time.
2. From the One Man Commission (SPF Services) General Administration Department, Lr.No.269/OMC/SPF/89-9, GAD, dated 17-10-1990.
3. From the Commissioner, SS&LR., A.P.Hyderabad Lr.No.Rc.G1/2623/89, dated 3-10-1992.
4. From the Secretary, A.P.P.S.C. Hyderabad Lr.No.3021 / RR / 3 / 94 dated 12-10-95.

ORDER:-

The One Man Commission headed by Sri V.Sundaresan, IAS., (Retd.) which was entrusted with the Revision of various Service Rules has submitted the report No.185 relating to Andhra Pradesh Survey and Land Records Subordinate Service Rules. Government have examined the draft rules in consultation with Andhra Pradesh Public Service Commission and after obtaining their concurrence have decided to issue revised rules and accordingly publish the rules as detailed in the notification appended to this order.

2. The Commissioner of Printing shall publish the following notification in the next issue of the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by the proviso to articles 309 of the Constitution of India and in supercession of the rules issued in G.O.Ms.No.601, Revenue, dated the 6th April, 1964 the Governor of Andhra Pradesh hereby makes the following rules for the Andhra Pradesh Survey and Land Records Subordinate Service:-

RULES

- 1. Short Title** : These rules may be called the Andhra Pradesh Survey and Land Records Subordinate Service Rules, 1994.
- 2. Constitution** : The Service shall consist of the following classes / categories of posts namely:-

CLASS 'A'

- Category (1) : Inspector including Head Draughtsman, Head Computer and Manager (Technical)
- Category (2) : Deputy Inspector including Senior Draughtsman and Senior Computer.
- Category (3) : Surveyor including Computer Draughtsman Grade-I
- Category (4) : Deputy Surveyor including Computer Draughtsman Grade-II

Class 'B'

- Category (1) : Foreman including Foreman (Printing) and Foreman (Plate Making).
- Category (2) : Deputy Foreman including Deputy Foreman (Offset), Deputy Foreman (Letter Press). Assistant Cameraman, Plate making Assistant and Retouching Assistant.
- Category (3) : Operative Grade-I including Machineman, Head Compositor and Junior Cameraman
- Category (4) : Operative Grade-II including Compositor and Binder.
- Category (5) : Operative Grade-III including Khalasi, Searcher, Junior Pressman, Sponzi, Map Mounter, Workman and Senior Pressman.
- Category (6) : Security Guard

Class 'C'

- Category (1) : Senior Mechanic (Survey instruments)
- Category (2) : Senior Mechanic (Press Maintenance)
- Category (3) : Senior Mechanic (Electrical)

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 follows:

Class and Category	Method of Appointment	Appointing Authority
1	2	3
<u>CLASS 'A'</u>		
1. Inspector	i) By promotion of Deputy Inspector including Senior Draughtsman and Senior Computer	Director of Survey, Settlements and Land Records Department.
2. Deputy Inspector	i) By direct recruitment ii) By promotion of Surveyor including computer draughtsman Grade-I	Director of Survey, Settlements and Land Records
<u>3. Surveyor</u>	By promotion of Deputy Surveyor including Computer Draughtsman Grade-II	Regional Deputy Director, Kakinada, Kurnool, Hyderabad.
4. Deputy Surveyor	i) By direct recruitment ii) By appointment by transfer of chainmen and attender from the Andhra Pradesh Last Grade Service and Record Assistants in the Andhra Pradesh General Subordinate Service in the Survey and Land Records Department.	Assistant Director of respective Districts
<u>CLASS 'B'</u>		
1. Foreman	By promotion of Deputy Foreman	Director, Survey, Settlement and Land Records.
2. Deputy Foreman	i) By direct recruitment ii) By promotion of Operative Grade-I	Deputy Director, Central Survey office, Hyderabad.
3. Operative Grade-I	By Promotion of Operative Grade-II	-Do-
4. Operative Grade-II	By Promotion of Operative Grade-III	-Do-
5. Operative Grade-III	By direct recruitment	-Do-

6. Security Guard By direct recruitment -Do-

CLASS 'C'

1. Senior Mechanic By direct recruitment -Do-
 (Survey instruments)

2. Senior Mechanic By direct recruitment -Do-
 (Press Maintenance)

3. Senior Director By direct recruitment -Do-
 Mechanic (Electrical)

Note (i): The substantive vacancies in the category of Deputy Inspector including Senior Draughtsman and Senior Computer (Category 2 of Class-A) shall be filled by Direct Recruitment and promotion in the ratio of 1:2.

The substantive vacancies in the category of Deputy Surveyor including Computer Draughtsman Grade-II (Category 4 of Class-A) shall be filled by direct recruitment and transfer in the ratio of 3:1.

Note(ii): In the appointment to the category of Deputy Surveyor including Computer Draughtsman Grade-II, by transfer of Chainman, Attender and Record Assistant in the Survey and Land Records Department the Record Assistant shall be considered for the second vacancy in a unit of 3 vacancies meant for the Chainman, Attender and Record Assistant and the Chainmen and Attender shall be considered for the 1st and 3rd vacancies in a Unit of 3 vacancies meant for Chainman, Attender and Record Assistants. There shall be a combined seniority list of Chainman and Attenders for this purpose.

Note(iii): The posts of Deputy Foreman (Category (2) of Class-B) shall be filled by direct recruitment and promotion in the ratio of 1:1.

4. Preference in appointment:

In the matter of Direct Recruitment to the post of Deputy Surveyor, 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 at least 30% of the posts in each category of O.C., B.C.'A', B.C.'B', B.C.'C', B.C.'D', S.C. and S.T. quota.

5. Qualification:

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:

Provided that nothing contained in this rule in so far as it relates to the General Educational Qualifications and/or Special Qualifications mentioned in column (3) in the Annexure shall apply to a member of the service under Class-A,B and C under Rule-2, who was a member of that service immediately before the date of issue of these rules and that he shall be eligible for promotion from lower grade, post or category to any higher grade, post or category to which he was appointed in this service if he is otherwise qualified.

6. Age:

No person shall be eligible for appointment to the post by direct recruitment, if he has completed twenty eight (28) years of age on the first day of July of the year in which the notifications for selection is made.

7. Minimum Service:

No 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.

Proviso: Provided that a Deputy Foreman must put in five years of service for promotion to the post of Foreman.

8. Probation:

- a) Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years; and
- b) 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.

9. Training:

- a) Every person appointed by direct recruitment to the post of Deputy Inspector shall undergo, immediately after appointment, a course of training for a period of 9 months as per such programme and syllabus as may be prescribed by the Director of Survey Settlements and Land Records.
- b) Every person appointed either by direct recruitment or by transfer to the post of Deputy Surveyor shall immediately after appointment, undergo a

course of training for a period of six months as per such programme and syllabus as may be prescribed by the Director of Settlements Survey and Land Records.

- 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-rules (a) and (b) and he will be liable to refund to the Government the Pay and Allowances or 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 3 years after the completion of his training for any reason; or
 - ii) If he discontinues the training or is discharged from training course for misconduct or any other reason; or
 - iii) If he secures any other employment elsewhere than under the State Government.
- d) The period of training shall count for purpose of probation, increments, leave and pension.
- e) A direct recruitee shall be eligible, during the period of training, for the initial pay of the post with usual allowances admissible at the place of training.

10. Tests:

- a) Every person appointed by direct recruitment to the post of Deputy Inspector shall pass the following tests within the period of probation:-
 - i) Survey Inspector's test, Parts I and II or Survey and Settlement Inspector's Test, Parts-I and II, and the practical part of the test; and
 - ii) Accounts Test for Subordinate Officers Parts I and II.
- b) Every person appointed by direct recruitment to the post of the Deputy Surveyor including computer Draughtsman Grade-II shall, pass the following tests within the period of probation:-
 - i) Surveyor's test Lower Grade Parts I and II or Survey Settlements Surveyors Test Lower Grade Parts I and II.
 - ii) Computer Draughtsman test Lower Grade Parts I and II (presently integrated and reorganized).

11. Unit of Appointment:

For the purpose of recruitment, appointment, Seniority / Promotion, transfer and appointment as a full member, the unit of appointment for the posts indicated in column (1) of the table below shall be as specified in column (2) thereof:-

TABLE	
Class and Category of Post	Unit of appointment
1	2
<u>Class 'A'</u>	
1. Inspector including Head Draughtsman, Head Computer and Manager (Technical).	i) Multi Zone-I: Comprising Srikakulam, Visakhapatnam, Vizianagaram, East Godavari, West Godavari, Krishna Districts.
2. Deputy Inspector including Senior Draughtsman and Senior Computer.	ii) Multi Zone-II: Comprising Guntur, Prakasam, Nellore, Chittoor, Cuddapah, Anantapur and Kurnool. iii) Multi Zone-III: Comprising Adilabad, Karimnagar, Warangal, Khammam, Hyderabad, Nizamabad, Mahaboobnagar, Medak, Ranga Reddy and Nalgonda District.
3. Surveyor including Computer Draughtsman, Grade-I.	Zone-I: Srikakulam, Vizianagaram and Visakhapatnam Districts. Zone-II: East Godavari, West Godavari and Krishna Districts. Zone-III: Guntur, Prakasam and Nellore Districts. Zone-IV: Chittoor, Cuddapah, Anantapur and Kurnool Districts. Zone-V: Adilabad, Karimnagar, Warangal, and Khammam Districts. Zone-VI: Ranga Reddy, Nizamabad, Mahaboobnagar, Medak, Hyderabad and Nalgonda Districts.

4. Deputy Surveyor including Computer
Draughtsman Grade-II

Each Revenue District.

Provided that the posts in the Central Survey Office or the Office of the Director of Survey and Land Records shall be filled by drafting persons holding the relevant posts equitably in proportion to the basic strength of each local cadre / unit as far as practicable on tenure basis for a period not ordinarily exceeding three years at a time.

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

**N.MADANMOHAN REDDY
SECRETARY TO GOVERNMENT (SS)**

To:

The Commissioner, Printing and Stationery (Prtg.Wing)

Hyderabad (with a request to publish notification in the next issue of Andhra Pradesh Gazette)

The Commissioner / Director,

Survey, Settlement and Land Records, Hyderabad (50 copies)

The General Administration (Ser-I) Department

The Secretary, Andhra Pradesh Public Service Commission,
Hyderabad.

Copy to:

The Pay and Accounts Officer, Hyderabad

The Accountant General, Andhra Pradesh, Hyderabad.

The Finance and Planning (FW) Department

The Law (H) Department.

SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE TO G.O.Ms.No.14 dated: 3-1-1996.

(See Rule-5)

Class Category	Method of Appointment	Qualifications
(1)	(2)	(3)
CLASS 'A'		
1. Inspector including Head Draughtsman / Head Computer and Manager.	By promotion	Must have passed Survey Inspectors Tests Parts-I & II or Survey & Settlements, Inspectors Tests, Parts I & II and the practical part of the test and Account test for subordinate officers part I and II.
	By Direct Recruitment	i) Must have passed the Intermediate Examination conducted by the Board of Intermediate Education – Andhra Pradesh ii) Must possess a Diploma in Civil Engineering from any recognized polytechnic in the State with minimum second class marks.
2. Deputy Inspector including Senior Draughtmen and Senior Computer	By Promotion	i) Must have passed Survey Inspectors Test Parts I and II or Survey and Settlement Inspectors test Parts I and II and Practical part of the Test ii) Must have passed the Accounts Test for Subordinate officers Parts I and II.
	By promotion	Must have passed Surveyors Test (Higher Grade) Parts I and II or Survey and Settlement Surveyors Test (Higher Grade) Part I and II and
3. Surveyors including Computer Draughtsmen Gr.I		

Computer Draughtsman
Test (Higher Grade)
Parts I and II.

4. Deputy Surveyors including Computer Draughtsmen Gr.II By Direct recruitment

i) Must possess minimum General Educational qualifications specified in the Andhra Pradesh State and Subordinate Service Rules.

ii) Must have obtained National Council of Vocational Training certificate in Draughtsmen (Civil) Trade (Two years course with surveying as one of the subjects in any Industrial Training Institute recognized by the Govt. of India) with not less than 55% marks in the aggregate.

By appointment by transfer

i) Must possess minimum General Educational Qualifications specified in the A.P.State and Subordinate Service Rules.

ii) Must have passed Surveyors test (Lower Grade) Parts I and II or Survey and Settlement Surveyor's Test (Lower Grade) Parts I and II Computer Draughtsman Test (Lower Grade) Parts I and II.

CLASS "B":

1. Foreman

By promotion

Must have put in at least (5) years of service in the feeder category.

By Direct recruitment

i) Must have passed 10th class examination or the equivalent examination.

		<ul style="list-style-type: none"> ii) Must possess a Diploma in Printing Technology (Offset) issued by the Andhra Pradesh State Board of Technical Education or its equivalent qualification. iii) Must have atleast 5 years experience in all processes of the offset Printing press. iv) Must be capable of doing original work in the process Camera, retouching and plate-making sections.
2. Deputy Foreman	By promotion	<ul style="list-style-type: none"> i) Must have put in atleast 3 years of service in the feeder category. li) Must be capable of doing original work in the process Camera, retouching and plate-making sections.
3. Operative Grade-I	By Promotion	Must have put in atleast 3 years of service in the feeder category.
4. Operative Grade-II	By Promotion	Must have put in atleast 3 years of service in the feeder category.
5. Operative Grade-III	By Direct recruitment	<ul style="list-style-type: none"> i) Must have passed 10th class examination or its equivalent examination. li) Must have experience for a period of (5) Five years in a reputed printing press in any more of the following

trades:-

- (a) Process Camera
- (b) Re-touching
- (c) Plate-making
- (d) Offset machine work.
- (e) Letter Press Machine Work
- (f) Composing including Mechanical composing
- (g) Binding
- (h) Map Mounting etc.,

Note:- The above trades are only illustrative and not exhaustive, Additional trades shall be added as per requirement as and when considered necessary.

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|-------------------|-----------------------|--|
| 6. Security Guard | By direct recruitment | i) Must have passed 8 th Class examination or its equivalent examination.

ii) Must be an ex-service men. |
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Note:- In adherence to the job charts to be prescribed by the Commissioner, Survey Settlement and Land Records, the Foreman the Deputy Foreman and the Operative Grade-I shall be capable of discharging original as well as supervisory duties in all branches / processes of printing in the Central Survey Office Press.

CLASS "C"

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| 1. Senior Mechanic (Survey instruments) | By Direct recruitment | i) Must possess a diploma Mechanical Engineering.

ii) Must have practical experience of atleast 3 years in the maintenance and servicing of transit theodolites (Conventional)
Optic theodolites, electric distance measures etc.,
Survey instruments. |
| 2. Senior Mechanic (Press Maintenance) | By direct recruitment | i) Must possess a diploma in Mechanical Engineering. |

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|--------------------------|----------|-----------------------|---|
| | | | <p>ii) Must have practical experience of not less than (3) years in a reputed printing press.
or
Manufacturing firm in the maintenance of offset / letter press / allied printing Machines.</p> |
| 3.Senior
(Electrical) | Mechanic | By direct recruitment | <p>i) Must possess a diploma in Electrical Engineering.</p> <p>ii) Must have practical experience of not than 3 years in a reputed printing press or manufacturing firm in the maintenance of offset / Letter Press / allied printing Machines, as regards their electrical components.</p> |

**N.MADANMOHAN REDDY
SECRETARY TO GOVERNMENT (SS)**

//FORWARDED::BY ORDER//

SECTION OFFICER