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o/o the Comm. & Survey, Settlements & Land Records
A.P. H.A.



ఆంధ్ర ప్రదేశ్ రాజ పత్రము

THE ANDHRA PRADESH GAZETTE
PART I - EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 66]

HYDERABAD, TUESDAY, FEBRUARY 13, 2001

NOTIFICATIONS BY GOVERNMENT

REVENUE DEPARTMENT

(SS - 2)

REVISED RULES OF THE ANDHRA PRADESH SURVEY AND LAND RECORDS
SUBORDINATE SERVICE.

[G.O.Ms.No. 102, revenue (SS-2), 5th February, 2001.]

In exercise of the powers conferred by the proviso to article 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 and G.O.Ms.No. 14, Revenue, dated the 3rd January, 1996, the Governor of Andhra Pradesh hereby makes the following rules for the Andhra Pradesh Survey and Land Records Subordinate Service:-

R U L E S

1. Short Title: The rules may be called the Andhra Pradesh Survey and Land Records Subordinate Service Rules, 2001.

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2. Constitution: The service shall consist of the following classes and categories of posts namely:-

CLASS 'A'

- Category (1): Inspector of Survey and Land Records.
 Category (2): Deputy Inspector of Survey and Land Records
 Category (3): Surveyor
 Category (4): Deputy Surveyor

CLASS 'B'

- Category (1): Manager (Technical)
 Category (2): Head Computer including Head Draughtsman
 Category (3): Senior Computer including Senior Draughtsman
 Category (4): Computer Draughtsman Grade-I
 Category (5): Computer Draughtsman Grade-II

CLASS 'C'

- Category (1): Foreman including Foreman (Printing)
 Foreman (Plate making), and Cameraman
 Category (2): Deputy Foreman including Deputy Foreman (offset), Deputy Foreman (Letter Press), Assistant Cameraman, Plate making Asst. 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 Pressmen, Sponzi, Map Mounter, Workman and Senior Pressman.
 Category (6): Security Guard

CLASS 'D'

- 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 of these rules, the method of appointment and appointing authority for the several categories shall be as follows:

Class, Category and Designation	Method of Appointment	Appointing Authority
(1)	(2)	(3)

CLASS 'A'

Category (1):

- | | | |
|---|--|---|
| 1. Inspector of Survey and Land Records | By promotion of Deputy Inspector of Survey and Land Records (Category-2 of Class 'A'). | Director of Survey, Settlements and Land Records. |
|---|--|---|

Category (2):

- | | | |
|--|---|---|
| 2. Deputy Inspector of Survey and Land Records | i. By promotion of Surveyor (Category-3 of Class "A")
ii. By direct recruitment. | Director of Survey, Settlements and Land Records. |
|--|---|---|

Category (3):

- | | | |
|--------------|--|---|
| 3. Surveyor. | By promotion of Deputy Surveyor (Category-4 of Class-A). | Director of Survey, Settlements and Land Records. |
|--------------|--|---|

Category (4):

- | | | |
|--------------------|--|--|
| 4. Deputy Surveyor | i. By direct recruitment
ii. By appointment by transfer of Computer Draughtsman Grade-II (Category-5 of Class-B).
iii. By appointment by transfer of Chainman of the Survey and Land Records Department or Promotion from the Attenders. | Asst. Director, Survey and Land Records of the respective District Maintenance Unit. |
|--------------------|--|--|

CLASS 'B'

Category (1):

- | | | |
|------------------------|---|---|
| 1. Manager (Technical) | By promotion of Head Computer including Head Draughtsman (Category-2 of Class 'B'). | Director of Survey, Settlements and Land Records. |
|------------------------|---|---|

Category (2)

- | | | |
|--|---|---|
| 2. Head Computer including Head Draughtsman. | By promotion of Senior Computer including Senior Draughtsman (Category-3 of Class 'B'). | Director of Survey, Settlements and Land Records. |
|--|---|---|

Category (3)

- | | | |
|---|---|--|
| 3. Senior Computer including Senior Draughtsman | By promotion of Computer Draughtsman Grade-I (Category-4 of Class 'B'). | Director of Survey Settlements and Land Records. |
|---|---|--|

Category (4)

- | | | |
|----------------------------------|---|---|
| 4. Computer Draughtsman Grade-I. | By promotion of Computer Draughtsman Grade-II (Category-5 of Class-B) | Director of Survey, Settlements and Land Records. |
|----------------------------------|---|---|

Category (5)

- | | | |
|----------------------------------|---|---|
| 5. Computer Draughtsman Grade-II | (i) By Direct Recruitment

(ii) By transfer from Deputy Surveyor (Category-4 of Class 'A')

(iii) By appointment by transfer and promotion from the Attenders or Chainmen of the Survey and Land Records Department | Asst. Director Survey and Land Records of the respective District Maintenance Unit. |
|----------------------------------|---|---|

CLASS 'C'Category (1)

- | | | |
|---|--|---|
| 1. Foreman including Foreman (Printing) Foreman (Plate making) and Cameraman. | By promotion of Deputy Foreman (Category-2 of Class 'C') | Director of Survey, Settlements and Land Records. |
|---|--|---|

Category (2)

- | | | |
|--|---|--|
| 2. Deputy Foreman including Deputy Foreman (Offset) Deputy Foreman (Letter Press) Asst. Cameraman. Plate Making Assistant and Re-touching Assistant. | (i) By Direct Recruitment
(ii) By promotion of Operative Grade-I (Category-3 of Class 'C') | Deputy Director of Central Survey Office, Hyderabad. |
|--|---|--|

Category (3)

- | | | |
|--|---|--|
| 3. Operative Grade-I including Machineman, Head Compositor and Junior Cameraman. | By promotion of Operative Grade-II, (Category-4 of Class 'C') | Deputy Director of Central Survey Office, Hyderabad. |
|--|---|--|

Category (4)

- | | | |
|--|---|--|
| 4. Operative Grade-II including Compositor and Binder. | By promotion of Operative Grade-III (Category-5 of Class 'C') | Deputy Director of Central Survey Office, Hyderabad. |
|--|---|--|

Category (5)

- | | | |
|--|-----------------------|--|
| 5. Operative Grade-III including Khalasi, Searcher, Junior Pressman, Sponzi, Map Mounter, Workman and Senior Pressman. | By Direct Recruitment | Deputy Director of Central Survey Office, Hyderabad, |
|--|-----------------------|--|

Category (6)

- | | | |
|-------------------|-----------------------|---|
| 6. Security Guard | By Direct Recruitment | Deputy Director of Central Survey Office, Hyderabad |
|-------------------|-----------------------|---|

CLASS 'D'Category (1)

- | | | |
|---|-----------------------|--|
| 1. Senior Mechanic (Survey Instruments) | By Direct Recruitment | Deputy Director of Central Survey Office, Hyderabad. |
|---|-----------------------|--|

Category (2)

- | | | |
|--|-----------------------|--|
| 2. Senior Mechanic (Press Maintenance) | By Direct Recruitment | Deputy Director of Central Survey Office, Hyderabad. |
|--|-----------------------|--|

Category (3):

- | | | |
|---------------------------------|-----------------------|---|
| 3. Senior Mechanic (Electrical) | By Direct Recruitment | Deputy Director of Central Survey Office, Hyderabad |
|---------------------------------|-----------------------|---|

Note (i): The posts of Deputy Foremen (Category(2) of Class "C") shall be filled up by Direct Recruitment and promotion in the ratio of 1:1.

Note (ii): The post of Security Guard (Category (6) of Class "C") shall be filled up by Direct Recruitment by Ex. Service Men and if no suitable Ex. Service Men is available by General candidates.

Note (iii): The post of Deputy Surveyor of Category-4 of Class 'A' or Computer Draughtsman Grade-II of Category-5 of Class 'B' shall be filled up by direct recruitment and by Transfer by Chainmen or Attender working in Survey and Land Records Department in the ratio of 10:1.

Note (iv): Substantive vacancies in the Category of Deputy Inspector of Survey shall be filled up by direct recruitment and promotion in the ratio of 1:3.

4. Rule of Special Representation

1) Reservation may be made for appointment except in so far as it relates to the physically handicapped person, the rule of the Special Representation (General Rule 22) of A.P. State and Sub-ordinate Service Rules shall apply to all appointments to this service by direct recruitment.

(2) In the matter of direct recruitment to the post of Deputy Surveyor and Computer Draughtsman Grade-II for which women and men are equally suited other things being equal, reservation shall be given to women and they shall be selected to an extent of atleast 33 1/3% of the posts in each Category of O.C., B.C. 'A', B.C-B, B.C-C, B.C-D, SC and S.T quota in terms of sub-rule 2 of General Rule 22 A of A.P. State and Sub-ordinate Service Rules, 1996.

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 qualifications specified in the corresponding entry in column (3) thereof;

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.

Provided that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes, the upper age limit is relaxable by five years.

7. Minimum Service:

Unless otherwise specified in these rules, no person shall be eligible for appointment by transfer or promotion unless he is an approved probationer and has put in not less than two years of service in the category from which first promotion or appointment by transfer is made.

8. Eligibility for promotion or appointment by transfer:

For appointment to a higher post either by promotion from one category to another within the service or by appointment by transfer from one service to another service, a member of a service, shall have satisfactorily completed his probation in category from which he is proposed to be promoted or appointed by transfer to such higher post.

9. 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 from the date on which he joins duty; and
- (b) Every person appointed to any of the posts either by promotion or by transfer shall from the date on which he joins duty, be on probation for a period of one year on duty within a continuous period of two years.

10. Training:

- 1) Every person appointed by direct recruitment to the post of Deputy Inspector of Survey 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.
- 2) Every person appointed by direct recruitment to the post of Deputy Surveyor or Computer Draughtsman Grade-II 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 Survey, Settlements and Land Records.
- 3) Every person appointed by transfer on promotion from the post of Chainmen or Attender to the post of Deputy Surveyor or Computer Draughtsman, Grade-II shall undergo the training for six months (6) as specified at sub-rule (2) above.
- 4) Every person appointed by transfer from Deputy Surveyor to Computer Draftsman Grade-II or vice-versa shall undergo the training for a period of three months (3) soon after such transfer as per such programme and syllabus as may be prescribed by the Director of Survey, Settlements and Land Records.
- 5) 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 (3) after the completion of the training referred to in sub-rules (1) and (2) 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 three (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.

- 6) The period of training shall count for purpose of probation, increments, leave and pension.
- 7) A direct recruitee shall be eligible, during the period of training, for the initial pay of the post with usual allowance admissible at the Place of training.

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, Category and Post	Unit of Appointment
(1)	(2)

CLASS 'A'

Category (1)

Respective Multi-Zones-I, II and III

1. Inspector of Survey and Land Records.

(i) Multi Zone-I, Comprising Srikakulam, Visakhapatnam, Vizianagaram, East Godavari, West Godavari, Krishna Districts.

(ii) Multi Zone-II, Comprising Guntur, Prakasam, Nellore, Chittoor, Cuddapah, Anantapur and Kurnool Districts.

(iii) Multi Zone-III, Comprising Adilabad, Karimnagar, Warangal, Khammam, Hyderabad, Nizamabad, Mahabubnagar, Medak, Rangareddy and Nalgonda Districts.

Category (2):

2. Deputy Inspector of Survey and Land Records

Respective Multi-Zones-II and III as specified above.

Category (3)

3. Surveyor

Respective Zone-I to VI Comprising the Districts mentioned therein.

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,
Mahabubnagar Medak,
Hyderabad and Nalgonda
Districts.

Category (1)

4. Deputy Surveyor

Respective Revenue District.

CLASS 'B'

Category (1)

1. Manager (Technical)

Respective Multi-Zones I, II and III as
specified above

Category (2)

2. Head Computer
including Head Draughtsman.

Respective Multi-Zones I, II and III as
specified above.

Category (3)

3. Senior Computer
including Senior Draughtsman.

Respective Multi-Zones I, II and III as
specified above.

Category (4)

4. Computer Draughtsman
Grade I.

Respective Zones I to VI as specified
above.

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Category (5)

5. Computer Draughtsman Respective Revenue District
Grade-II.

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 of not ordinarily exceeding three years at a time.

ANNEXURE

(See Rule-5)

Class, Category and Post	Method of Appointment	Qualifications.
(1)	(2)	(3)

CLASS 'A'**Category (1)**

- | | | |
|--|--------------|---|
| 1. Inspector of
Survey and
Land Records. | By Promotion | (i) Must have passed Survey Inspector's
Test Part I and II and its practical part of
Survey & Settlement Inspector's Test
Part I and II and its practical part.

and
(ii) Must have passed the Accounts Test for
Sub-ordinate Officers Part-I. |
|--|--------------|---|

Category (2)

- | | | |
|--|-----------------------------|---|
| 2. Deputy Inspector
Inspector of
Survey and
Land Records. | (i) By Promotion | (i) Must have passed Surveyor Test Higher
Grade Part I and II or Survey and
Settlement Surveyor Test Higher Grade
Part I and II. |
| | (ii) By Direct Recruitment. | (i) Must possess a Diploma in Civil
Engineering awarded by the AP
State Board of Technical Education
or its equivalent examination as
recognized by AP State Board of
Technical Education. |

Category (3)

- | | | |
|-------------|--------------|---|
| 3. Surveyor | By promotion | (i) Must have passed the Surveyor's Test
Lower Grade Part-I and II or Survey and
Settlement Surveyor Test Lower Grade
Part-I and II. |
|-------------|--------------|---|

Category (4)4. Deputy
Surveyor(i) By Direct
Recruitment

(i) Must have passed Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad, or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.

(ii) Must have obtained National Council of Vocational Training Certificate in Draughtsman (Civil) Trade (Two years Course with Surveying as one of the subject in any Industrial Training Institute recognized by the Government of India).

(ii) By transfer

(i) Must have passed Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.

(ii) Must have passed Surveyor's Test Lower Grade Part-I and II or Survey and Settlement Surveyor's Test Lower Grade Part-I and II.

CLASS 'B'Category (1)1. Manager
Technical.

By promotion

(i) Must have passed Revenue Draughtsman Test Part I and II.

(ii) Must have passed the Computation Test Part I and II.

(iii) Must have passed Accounts Test for Subordinate Officers Part-I or Accounts Test for Executive Officers.

Category (2)2. Head Computer
including
Head
Draughtsman

By Promotion

(i) Must have passed the Revenue Draughtsman Test Part I and II.

(ii) Must have passed the Computation Test Part I and II.

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Category (3)

3. Senior Computer
Including Senior
Draughtsman

Category (4)

4. Computer Draughtsman
Grade I. By Promotion

- (i) Must have passed the Revenue Draughtsman Test Part I and II.
(ii) Must have passed the Computation Test Part I and II.

Category (5)

5. Computer Draughtsman
Grade II By Direct
Recruitment

- (i) Must have passed Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad, or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.
(ii) Must have obtained a National Council of Vocational Training Certificate in Draughtsman (Civil) Trade (Two Years Course with Surveying as one of the subject in any Industrial Training Institute recognized by Government of India.

By Transfer

- (i) Must have passed Secondary School Certificate examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.
(ii) Must have passed Revenue Draughtsman Tests Part I and II.

CLASS 'C'Category (1)

1. Foreman including
Foreman (Printing)
Foreman (Plate making)
and Cameraman. By Promotion

- (i) Must possess a Diploma in Printing Technology (Offset) issued by the Andhra Pradesh State Board of Technical Education or its equivalent Qualification.

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(ii) Must have atleast five (5) years of experience in all processes of the Offset Printing Press.

(iii) Must be capable of doing original work in the process of Camera, re-touching and platemaking sections.

Category (2)

2. Deputy Foreman

(i) By direct Recruitment

(i) Must have passed Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.

(ii) Must possess a Diploma in Printing Technology (Offset) issued by the State Board of Technical Education, Andhra Pradesh, Hyderabad or its equivalent examination.

(iii) Must have atleast five (5) years of experience in all process of the Offset Printing Press.

(ii) By Promotion

(i) Must be capable of doing original work in the process of Camera, re-touching and Plate making sections.

Category (3)

3. Operative Grade-I

By Promotion

Including Machineman, Head Compositor and Junior Cameraman.

Must have put in atleast three (3) years of service in the feeder category.

Category (4)

4. Operative Grade-II

By Promotion

Including Compositor and Binder.

Must have put in atleast three (3) years of service in the feeder category.

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Category (1)

5. Operative
Grade-III
including
Khalasi, Searcher,
Junior Pressman,
Sponzi, Map mouter,
Workman and
Senior Pressman.

By Direct
Recruitment

(i) Must have passed Secondary School Certification examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.

(ii) Must have experience for a period of five (5) years in a reputed printing press in any one or more of the following trades:-

- (a). Process and 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.

Category (6)

6. Security Guard

By Direct
Recruitment

Must have passed eighth (8th) class examination

CLASS-D

Category (1)

1. Senior
Mechanic
(Survey
Instrument)

By Direct
Recruitment

(i) Must possess a Diploma in Mechanical Engineering awarded by the A.P. State Board of Technical Education or its equivalent examination as recognized by the AP State Board of Technical Education.

(ii) Must have practical experience atleast three (3) years in the maintenance and servicing of transit theodolites (Conventional) Optic theodolites, Electronic Distance Measures etc., and Survey Instruments.

Category (2)

2. Senior Mechanic
(Press Maintenance).

By Direct
Recruitment

(i) Must possess a Diploma in Mechanical Engineering awarded by the A.P. State Board of Technical Education or its equivalent examination as recognized by

- (ii) Must have practical experience of not less than three (3) years in reputed Printing press;

or

manufacturing firm in the maintenance of Offset/Letter Press/Allied Printing.

Category (3)

3. Senior Mechanic
(Electrical)

By Direct
Recruitment

- (i) Must possess a Diploma in Electrical Engineering awarded by the A.P. State Board of Technical Education or its Equivalent examination as recognized by the AP State Board of Technical Education.

- (ii) Must have practical experience of not less than three (3) years in a reputed printing press or manufacturing firm in the maintenance of Off-set/Letter Press/Allied Printing Machines as regards their Electrical Components.

NOTE: In adherence to job charts to be prescribed by the Director of Survey, Settlement and Land Records, the Foreman, 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.

A. V. S. REDDY,
PRINCIPAL SECRETARY TO GOVT.