

## 16. MUNICIPAL

### The Andhra Pradesh Urban Poverty Alleviation (Municipal Administration) Subordinate Service Rules

[G.O.Ms.No. 547, Municipal Administration and Urban Development, Dt. 13-10-1998]

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers hereunto enabling in supersession of all rules, instructions etc., on the subject, the Governor of Andhra Pradesh hereby makes the following rules to unify the various categories of posts sanctioned for Urban Poverty Alleviation Subordinate Service in the Municipal Administration Department.

1. **Short Title** :—These rules may be called the Andhra Pradesh Urban Poverty Alleviation (Municipal Administration) Subordinate Service Rules.

2. **Constitution** :—The service shall consist of the following categories of posts namely :—

Category-I : Town Project Officer, Grade-II  
(Selection and Special Grade Municipalities)

Category-II : Town Project Officer, Grade-III  
(First, Second and Third Grade Municipalities and  
Nagarpanchayats)

Category-III : Community Organisers.

3. **Method of Appointment** :—Appointment to the various categories specified in column (2) of the Table below shall be made by the method specified in the corresponding column (3) thereof :

Table

Sl.No. (1)	Post (2)	Method of appointment (3)
1.	Town Project Officer, Grade-II	(1) By promotion from the category of Town Project Officer, Grade-III. (2) 30% of the regular vacancies shall be reserved to be filled up by direct recruitment through Employment Exchange and by inviting applications by giving wide publicity in the Newspapers.
2.	Town Project Officer, Grade-III	(1) By promotion from the Category of Community Organisers; (2) 30% of the regular vacancies shall be reserved to be filled up by direct recruitment through Employment Exchange and by inviting applications by giving wide publicity in the Newspapers.
3.	Community Organisers	By direct recruitment through Employment Exchange and by inviting applications by giving wide publicity in the newspapers.

Provided that :—

(1) The Deputy Project Officers working under UBS will be absorbed as Town Project Officer, Grade-III duly protecting their seniority and pay.

(2) The Community Organisers working under UBS will be absorbed as Community Organisers duly protecting their seniority and pay.

(3) The Assistant Project Officers working under UBSP will be absorbed as Community Organisers.

4. **Appointing Authority** :—(i) The Commissioner and Director of Municipal Administration shall be the appointing authority for the posts of Categories I and II.

(ii) The District Collector concerned shall be the appointing authority for the posts of Category-III. (By direct recruitment). The appointment includes absorption. In respect of direct recruitment the selection shall be made by a committee consisting of the following members :—

- |  |                       |
|--|-----------------------|
| (1) District Collector   | -Chairman.            |
| (2) District Project Officer District Urban Development Agency | -Member.              |
| (3) Municipal Commissioner of the Municipality concerned       | -Member-<br>Convenor. |

**5. Reservation of Appointment :—**Rule 22 of the Andhra Pradesh State and Subordinate Services Rules shall apply to the appointments by direct recruitment to all Categories:

Provided that this rule shall not apply to the candidates working as on the date of issue of these rules till they are absorbed under UBSP.

**6. Reservation in appointment to woman :—**In the matter of appointment by direct recruitment to the posts of all the categories in this service, there shall be reservation for women to an extent of at least 33-1/3% in each category of O.C., BC-A, BC-B, BC-C, BC-D, S.C., S.T., and P.H.C.

**7. Qualifications :—**No person shall be appointed to any of the posts specified in column (2) of the Table below unless he/she possesses the qualifications laid down in the corresponding entry in column (3) thereof.

**Table**

S.No. (1)	Post (2)	Qualification (3)
1.	Town Project Officer, Grade-II	(i) Must be a Graduate with sociology or Social work or Degree in Home Science as optional subject. (ii) Experience of two years in social work in a reputed and recognised Non-Governmental Organisation (the N.G.O. must be in social service activities for a minimum period of five years).
2.	Town Project Officer	(i) Must be a Graduate with Sociology or Grade-III social work or Degree in Home Science as optional subject. (ii) Experience of two years in social work in a reputed and recognised Non-Governmental Organisation (the N.G.O. must be in social service activities for a minimum period of five years).
3.	Community Organisers	(i) Must be a Graduate with Sociology or social work or Degree in Home Science as optional subject. (ii) Experience of two years in social work in a reputed and recognised Non-Governmental Organisation (the N.G.O. must be in social service activities for a minimum period of five years).

**8. Probation** :—Every person appointed to any of the category of the posts specified in Rule 2 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 recruited by promotion.

**9. Seniority** :—(1) The seniority of a member of the service in each category shall be determined by the date of first appointment to that category in accordance with these rules.

(2) Where the date by which seniority is determined under sub-rule (1) is the same in case of two or more members, their interse seniority shall be determined by with reference to their age.

(3) A member of the service shall unless reduced in seniority, in the category as a punishment, he/she shall retain the seniority as determined by sub-rules (1) and (2) throughout his service, notwithstanding any delay in completion of his probation or in his appointment as a full member of the service.

(4) Where a member of any service is reduced to a lower category or grade he shall be placed at the top of the later, unless the authority ordering the punishment directs that he shall take in such lower category or grade, next below any specified member thereof.

**10. Minimum Service** :—(a) No person shall be eligible for appointment by promotion or recruitment by transfer to all categories I and II unless he/she is an approved probationer and has put in not less than three years of service in the category from which promotion or recruitment by transfer is made.

(b) No person shall be eligible for appointment by promotion or recruitment by transfer to Category-III unless he/she is an approved probationer and has put in not less than five years of service in the category from which promotion or recruitment by transfer is made.

**11. Promotion** :—(1) No member of the service shall be eligible for promotion from the category in which he was appointed to the service unless he satisfactorily completes his probation period in that category.

Provided that nothing shall effect adversely any member of service who was promoted to higher categories before issue of these rules.

(2) Notwithstanding anything contained in these rules, recruitment by transfer to a non-selection category or grade included in subordinate service, shall be made on the basis of seniority-cum-fitness.

**12. Physical Requirements** :—No person shall be appointed to the service unless he/she satisfy that he or she:—

- (1) is a citizen of India;
- (2) is not less than Eighteen years of age but has not attained the age of Thirty four years on the date of the 1st July of the year in which appointment is made;
- (3) is of sound health, active habits and free from such bodily defects or infirmity as may render him or her unfit for the service;

(4) bears good character and antecedents as to qualify him or her for the service.

**13. Tests :—**No person shall be eligible to be appointed by promotion to any of the category of the posts specified in Rule 2, except Category-III, unless he has passed the Regional Language Test and Account Test for Local Body Employees Paper I and Paper II. Any person appointed before issue of these rules shall pass the said test within a period of two years from the date of issue of these rules failing which his annual grade increments shall be stopped till he passes the test.

**14. Leave :—**The authority which may sanction earned leave to a member of the service shall be the District Project Officer concerned.

The casual leave, compensatory leave and optional holiday to a member of the service shall be sanctioned by the Commissioner of the Municipality.

**15. Unit of appointment :—**For the purpose of appointment, discharge for want of vacancy, seniority, promotion, transfer and appointment as full member for the categories of posts specified in column (1), the Unit of appointment shall be as shown in corresponding column (2).

(1)	(2)
Category-I	All Municipalities in Andhra Area
Category-II	All Municipalities in Telangana Area
Category-III	Municipality concerned.

**16. Postings and transferers :—**The Officers working in this service are liable for transfer. The competent authority to order the postings and transfers in respect of all categories I to III shall be the Commissioner and Director, Municipal Administration Department, Andhra Pradesh :

Provided that the Government shall have the power to cancel, to modify or to revise such transfers and issue such instructions to the Commissioner and Director of Municipal Administration;

Provided further that the Government shall have the power to post any one on deputation from other department in case suitable candidates are not available.

**17. Conditions of Service :—**(1) In respect of the matters not covered by the rules, the members of this service shall be governed by all other rules applicable to Government servants, including rules relating to pay, Manual of Special Pay and Allowances, the Andhra Pradesh Civil Services (Conduct) Rules, 1964, the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991, the Andhra Pradesh State and Subordinate Service Rules, Leave Rules, Fundamental Rules and the Andhra Pradesh Government Life Insurance Fund Rules, Pension and Gratuity or any other rules issued by the Government from time to time.

(2) **Discipline and Control :** The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 shall apply to the Members of the service.

(3) The District Collector is competent to suspend a Member of the service of Category-III pending enquiry into grave charges.

(4) The Commissioner and Director of Municipal Administration is competent to suspend a member of the service of Categories I to III pending enquiry into grave charges and take action as per rules or to impose the Penalties as shown below:

- (i) Censure;
- (ii) Withholding of increments;
- (iii) recovery from pay of the whole or any part of any pecuniary loss caused to Government or Municipality by negligence or breach of orders while working in the Municipality;
- (iv) withholding of promotion where such penalty is imposed on a ground of specific default or misconduct;
- (v) reduction to a lower rank in the seniority list or to a lower post or time scale or to lower stage in a time scale;
- (vi) compulsory retirement from service;
- (vii) removal from service;
- (viii) dismissal from service; or
- (ix) suspension.

**18. Relaxation of rules :—**These rules shall not be construed to limit or abridge the power of the Government to deal with the case of any member of the service in such a manner as may appear to them to be just and equitable:

Provided that when any of these rules is applicable to the case of any member of the service, the case shall not be dealt within any manner less favourable to him than that of provided by these rules.

**19. Savings :—**Nothing in these rules shall adversely affect any member of service who was appointed as Town Project Officer. Deputy Project Officer and Community Organisor on or before issue of these rules and all such persons so appointed shall be deemed to be appointed under these rules with effect from the date of appointment in the respective categories.