61. The Andhra Pradesh Excise Subordinate Service Rules


In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the Special Rules in Volume III of the Madras Service Manual, 1946 the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Excise Subordinate Service.

Rule 1. Constitution:—The service shall consist of the following categories and grades of officers of the Excise Department namely:—

Category 1: [Rules in respect of Excise Inspectors are deleted for A.P. Excise Subordinate Service vide G.O.Ms.No. 454, Rev., Dt. 30-5-97 printed in A.P. Gazette, Part I, Dt. 19-697]

Category 2: Laboratory [Assistant Section Officers]* II Grade ; III Grade.

Category 3: Excise Sub-Inspectors. (G.O.Ms.No. 483, Rev., Dt. 8-4-1975)

Category 4: [Excise Head Constables]*

Category 5: [Excise Constables]*

*[Subs. by G.O.Ms.No. 257, Rev. (X), Dt. 14-3-1987]

Rule 2. Appointment:—(a) Appointment to the several categories shall be made as follows:—

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>2. Laboratory [Asst. Section Officers] Grade II</td>
<td>(1) Promotion from the lower grades ; or</td>
</tr>
<tr>
<td></td>
<td>(2) Transfer of members of the Andhra Pradesh Ministerial Service serving the Excise Department; or</td>
</tr>
<tr>
<td></td>
<td>(3) Promotion from Sub-Inspectors ; or</td>
</tr>
</tbody>
</table>
3. Excise Sub-Inspectors

(i) 50 percent of the substantive vacancies to be filled up by direct recruitment;

(ii) the remaining 50% of vacancies to be filled by the following methods:

(a) 25% of vacancies to be filled up by transfer from the Junior Assistants from A.P. Ministerial Service working in the Excise Department; and

(b) 25% of vacancies to be filled up by promotion from the category of [Nakaders, Petty Officers (Andhra) and Head Constables].

(G.O.Ms. No. 880, Rev. (x), Dt. 24-7-1986)

[Subs. by G.O.Ms.No. 452, Rev., Dt. 30-5-97]

4. [Excise Head Constables]

By transfer from the category of tree markers or (attenders) employed in the Excise Department, and by promotion from the category of *(Excise Constables).

(Subs. by G.O.Ms. No. 126, Rev. (E), Dt. 22-1-1985)

5. [Excise Constables]

(i) By direct recruitment; or

(ii) By transfer from any other service.

*[Subs. by G.O.Ms.No. 257, Rev. (x), Dt. 14-3-1987]

(b) Appointment to the several categories shall be made in the following cyclical order:

Excise Inspectors

[Omitted vide G.O.Ms.No. 454, Rev., Dt. 30-5-97 printed in A.P. Gazette, Part I, Dt. 19-6-97]

Excise Sub-Inspectors

[In a cycle of every twenty vacancies the following method shall be adopted to fill up the vacancies:
(i) **Direct Recruitment** — The substantive vacancies arising in serial No. 1, 2, 3, 4, 5, 12, 13, 14, 15, 16 vacancies shall be filled up by direct recruits.

(ii) **Recruitment by Transfer** — The substantive vacancies arising in Serial Numbers 8, 9, 11, 19 and 20th vacancies shall be filled up by appointment by transfer of Junior Assistants/L.D. Stenos / Typists.

(iii) **Promotion** — The substantive vacancies arising in serial numbers 6, 7, 10, 17th and 18th of the vacancies shall be filled up by promotion from the category of Excise Head Constables. [Subs. by G.O.Ms.No. 452, Rev., Dt. 30-5-97]

**Laboratory *[Asst. Section Officers]**

In a cycle of every three vacancies of Laboratory *[Asst. Section Officers] in each Zone the first vacancy shall be filled in by promotion of Excise Sub-Inspectors and the second vacancy shall be filled by transfer from the members of the Andhra Pradesh Ministerial Service working in the Zone and the third vacancy shall be filled by transfer of members of the Andhra Pradesh Ministerial Service working in the State Level Offices. (G.O.Ms. No. 59, Rev. (x) Dt. 19-1-1982)

**[Excise Head Constables]**

(a) (1) Recruitment by transfer from the category of Tree Markers or *[Attenders] employed in the Excise Department and promotion from the category of *[Excise Constables]. (Amended by G.O.Ms. No. 126, Rev. (E), Dt. 29-1-1985)

(2) Promotion to the following categories and grades shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

- **(1) Circle Inspectors**
- **(2) Laboratory *Assistant, I Grade and II Grade**
- **(3) Sub-Inspectors.**

(b) Appointment to Selection Grade in categories IV and V that is *[Excise Head Constables] and [Excise Constables] shall be made on the grounds of seniority unless a member has suffered any penalty other than a censure during the three years immediately preceding the date of order of appointment.

(Sub-rule (b) is inserted by G.O.Ms. No. 76, Rev. (A), Dt. 21-1-1974)

**Rule 3. Appointing Authority** — The appointing authority to the category mentioned in column (1) of the Table below shall be the authority mentioned in the corresponding entry in column (2) thereof.

<table>
<thead>
<tr>
<th><strong>Category</strong> (1)</th>
<th><strong>Appointing authority</strong> (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Assistants</td>
<td>Deputy Commissioner of Excise.</td>
</tr>
</tbody>
</table>

[x-x-x x x] [Omitted vide G.O.Ms.No. 454, Rev., Dt. 30-5-97,
printed in A.P. Gazette, Part I, Dt. 19-6-97]

(G.O.Ms.No. 1454, Rev. (X) Dt. 13-101-982)
Excise Sub-Inspectors including those in the Distilleries.  

Deputy Commissioner of Excise.  

*Excise Head Constables and Excise Constables.  

Excise Superintendents / Superintendents of Distilleries.  

[Sub. by G.O.Ms.No. 257, Rev. (X), Dt. 14-3-1987]  

(a) The Unit for appointment, reversion etc., for categories in this service are as specified below:—

<table>
<thead>
<tr>
<th>Category</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>[x x x x x]</td>
<td>[Omitted vide G.O.Ms.No. 454, Rev., Dt. 30-5-97 printed in A.P. Gazette, Part I, Dt. 19-6-97]</td>
</tr>
<tr>
<td>Excise Sub-Inspectors</td>
<td>Deputy Commissioner's Division.</td>
</tr>
</tbody>
</table>
| [Excise Head Constables and Excise Constables.] | Excise Superintendents / Superintendents of Excise Distilleries in their respective jurisdiction.  

[Sub. by G.O.Ms.No. 257, Rev. (X), Dt. 14-3-1987] |

(b) The unit for the purposes of appointment, discharge for want of vacancies and re-appointment to the Selection Grade in any categories shall be the jurisdiction of the appointing authority specified in Rule 3.  

(G.O.Ms.No. 632, Rev. (X), Dt. 9-6-1972)  

Rule 4. Transfer:—Transfer of Excise Sub-Inspectors [x x x x] within the Division shall be made by the Deputy Commissioner and from one division to another shall be made by the Commissioner of Excise. Transfer of Excise Sub-Inspectors within the jurisdiction of Superintendent of Excise shall be made by him. Transfer of the *Excise Superintendent concerned and outside the district within the division by the Deputy Commissioner concerned.  

[Omitted vide G.O.Ms.No. 454, Rev., Dt. 30-5-97 printed in A.P. Gazette, Part I, Dt. 19-6-97]  

Rule 5. Reservation of appointments:—Except in so far as the rule relates to Physically handicapped persons, the rule of reservation of appointments (General Rule 22), shall apply separately to the appointment of Circle Inspector and Sub-Inspector by transfer and by direct recruitment.

"Provided that other things being equal, preference shall be given to women in the matter of appointment by direct recruitment to the posts of Excise Inspectors, Excise Sub-Inspectors and Laboratory Assistants to the extent of 30% in each category of OC., BC, SC. and ST. Quto in terms of General Rule 22(a) (2).”  

(Proviso is added by G.O.Ms.No. 1007, Rev (X), Dt. 24-10-1987)  

Rule 6. Approved lists:—(a) Appointment of Excise Inspector by promotion and transfer shall be made by the Deputy Commissioner concerned from a list of approved [CSC-4—28]
candidates for that division of the Deputy Commissioner of Excise prepared by the Board of Revenue (Excise).

(b) Appointment shall be made by the Deputy Commissioner concerned from the lists of approved candidates prepared by the Board of Revenue (Excise) for each division of the Deputy Commissioner of Excise.

(c) No addition to or removal from any of the lists of approved candidates shall be made without the approval of the Board of Revenue (Excise).

(d) Appointment to the Selection Grade in Categories 1 to 3 shall be made from a list of approved by the Commissioner of Revenue (Excise).

Rule 7. Qualifications:—No person shall be eligible for appointment to the categories specified in column (1) by the method specified in column (2) of the Table below unless he possesses the qualifications specified in the corresponding entry column (3) thereof:—

<table>
<thead>
<tr>
<th>Category</th>
<th>Method</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Assistant</td>
<td>Any method</td>
<td>(i) Must hold the Degree of B.Sc., (in Chemistry) or B.Sc. (Phar) of a University in the State or any other equivalent qualification ; and</td>
</tr>
<tr>
<td>I Grade :</td>
<td></td>
<td>(ii) If required direct must not have completed or will not complete 28 years of age on the first day of July of the year in which the selection is made.</td>
</tr>
<tr>
<td>II Grade :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III Grade :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excise Sub-Inspector</td>
<td>Direct recruitment</td>
<td>(i) Must hold a degree of University in the State or any other equivalent qualification ;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Must be atleast 165 cm in height and 81 cm., round the chest on full expiration with chest expansion of atleast 5 cm ; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii-A) In case of women candidates, must not be less than 152.5 cms. in height and 45.5 Kgs., in weight ;</td>
</tr>
</tbody>
</table>

[Omitted vide G.O.Ms.No. 454, Rev., Dt. 30-5-97 printed in A.P. Gazette, Part I, Dt. 19-6-97]
(iii) Must have completed or will not complete 28 years of age on the first day of July of the year in which the selection is made;

(iv) The candidates passing ‘B’, ‘C’, ‘G’ and ‘G-II’ certificates of NCC shall be awarded a weightage of 5% marks of the total aggregate marks at the time of selection.

(G.O.Ms.No. 1137, Rev. (X), Dt. 13-9-1986)

(i) Must have put in at least [three] years of service in the category;

(ii) Must possess the minimum General Educational qualification as prescribed in the Schedule to the A.P. State and Subordinate Services Rules;

(iii) Must be able to read and write Telugu [as checked and verified by the appointing authority or any authority higher than the appointing authority].

(G.O.Ms.No. 1392, Rev. (X), Dt. 31-8-1981)

(iv) Must be at least 165 cms. in height and at least 81 cms. round the chest on full expiration with a chest expansion of at least 5 cms. [as checked and verified by the appointing authority or any authority higher than the appointing authority].

(G.O.Ms.No. 1392, Rev. (X), Dt. 31-8-1981)

[Provided that in the case of candidates belonging to Schedule Caste and Schedule Tribe where the reserved quota cannot be fully utilised for want of sufficient candidates possessing the requisite physical standards shall be as specified below:—]

Must not be less than 157.5 cms. in height and must not be less than 78.80 cms. round the chest on full inspi-
ration with a minimum expansion of 5.00 cms.]


(iv-A) In the case of women candidates must not be less than 152.5 cms. in height and must not be less than 45.5 Kgs., in weight ;  
[Added by G.O.Ms.No. 1261, Rev., Dt. 16-12-94]

(v) Must have passed the following Tests :—

(a) Accounts Tests for Subordinate Officers Part-I.

(b) Test-A Civil and Criminal Law.

(c) Test-B A.P. Excise Act, 1968 and the Rules thereunder.

(d) Test-C Excise Manual.

(e) Test-D Distillery Manual.

(f) Third Class Language Test in any two of the following languages of which one shall be Telugu :

Telugu, Urdu and Hindi or in the Districts of Srikakulam, Anantapur, Chittoor or Adilabad, Oriya, Kannada, Tamil, or Marathi respectively”.

(Added by G.O.Ms.No. 255, Rev., Dt. 13-3-1987)

(b) Promotion from the category of [Excise Head Constables] [Sub. by G.O.Ms.No. 257, Rev. (X), Dt. 14-3-1987]

(i) Must have put in atleast *[three] years of service in the category ;  
*Sub. by G.O.Ms. No. 655, Rev. (X), Dt. 2-7-1987

(ii) Must possess the minimum general educational qualification prescribed in the Andhra Pradesh State and Subordinate Services Rules, and
(iii) [x x x x]
[Omitted by G.O.Ms.No. 451, Rev., Dt. 30-5-97]

[(iii-A) In the case of Women candidates must not be less than 152.5 cms. in height and must not be less than 45.5 Kgs., in weight].
[Added by G.O.Ms.No. 1261, Rev., Dt. 16-12-94]

[(iv) Must have passed the following Tests:

(a) Accounts Test for Subordinate Officers, Part-I.

(b) Test-A Civil and Criminal Law.

(c) Test-B A.P. Excise Act, 1968 and the Rules made thereunder.

(d) Test-C Excise Manual.

(e) Test-D Distillery Manual.

(f) Third Class Language Test in any two of the following languages of which one shall be Telugu:

Telugu, Hindi, Urdu or in the districts of Srikakulam Anantapur, Chittoor or Adilabad, Oriya, Kannada, Tamil or Marathi respectively].

(Added by G.O.Ms.No. 255, Rev. (X), Dt. 13-3-87)

"Provided that any person otherwise qualified for promotion or appointment, by transfer to the post of Sub-Inspector, prior to the date of issue of the amendment in G.O.Ms.No. 255, Revenue Department, dated the 13th March, 1987 shall be considered for promotion or appointment by transfer as per the pre-amended rule. If such person does not pass [the departmental tests in four changes within a period of two years including
1. Recruitment by transfer from the Excise Department and by promotion in the category of Tree Constables to the Excise Constables in the Schedule to the A.P. State and Subordinate Services Rules, (sub by G.O.Ms No. 1264 Rev., Kt. No. 25-14-A, 1983) must be done inscribed by at least 15% in height and educated 5% among the selected.

2. (a) Further, the person who has passed the departmental tests, who are otherwise qualified, shall be considered first for promotion to the post of Sub-Inspector of Excise within the period of probation and for transfer to the post of Sub-Inspector of Excise from which they were promoted or appointed by transfer under the provision, [sub by G.O.Ms No. 280, Rev., Dr. 28-3-96, w.e.f. 1-12-80].

3. Provided further that the requirement relating to passing of Departmental tests shall not adversely affect the person already appointed by transfer or promoted from which he was promoted or re-appointed to the category of Excise Constables (Cat. No. 2) and said said new provision shall not apply if the person was not appointed by transfer under this.
<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles/Light Vehicles Drivers working in the Excise Department.</td>
<td>on full expiration with a chest expansion of at least 5 cms.</td>
<td></td>
</tr>
<tr>
<td>(Added by G.O. Ms. No. 224, Rev(X) Dept. Dt. 19-3-1988)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excise Constables</td>
<td>Direct recruitment</td>
<td>(a) Must have studied up to Third form in a recognised Secondary School or must have appeared for English Standard Public Examination;</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Sub. by G.O.Ms.No. 257, Rev. (X), Dt. 14-3-1987.</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Must be within the age of 28 years on the 1st July of the year in which the selection is made.</td>
</tr>
<tr>
<td></td>
<td>By transfer from any other service</td>
<td>Must possess the following physical standards:—Height 165 cms. round the chest 81 cms. and on full inspiration with minimum expansion of 5 cms.</td>
</tr>
</tbody>
</table>

Rule 8. Special Provision for Distillery Branch:—A Sub-Inspector of Excise or Circle Inspector of Excise who has undergone Distillery Training shall pass the Tests ‘D-Distillery Manual’ by the Lower Grade. He shall have four chances to pass the above test from the date of his first employment in the Distillery or Warehouse or Pharmaceutical Laboratory for a period of not less than three months. If he fails to pass the test within the chances allowed he shall not be eligible for further promotion until he passes the test.

Rule 9. Promotion of members not qualified:—An Excise Sub-Inspector who has not passed the Departmental Test prescribed in Rule 7 or 8 may be promoted in an officiating capacity as Excise-Inspector as a special case but, if he does not pass the prescribed test during the period of probation he shall be reverted to his permanent post.

Rule 10. Probation:—Every person appointed by direct recruitment to a category 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 and every person appointed by promotion or recruitment by transfer from the date of joining duty be on probation for a total period of one year on duty within a continuous period of two years:

Provided that a member of the service who is holding a post of Sub-Inspector of Prohibition or Sub-Inspector of Police or Assistant Prohibition Officer shall be entitled to count, towards his probation in category of Sub-Inspector of Excise or Excise Inspector the period of duty performed by him as Sub-Inspector of Prohibition or Sub-Inspector of Police or Circle Inspector of Police or Assistant Prohibition Officer as the case may be;

Provided further that the officers of former Hyderabad State allowed to Andhra Pradesh consequent on the re-organisation of State shall not be required to put in probation
in the posts in which they were working at the time of allotment, if they were not required to put in period of probation under the rules applicable to them at the time of allotment, and in case they have to complete the probation period, it shall be as prescribed under the Hyderabad Recruitment Rules.

Rule 11. Tests:—A Probationary Excise Inspector appointed by direct recruitment or by transfer shall, within the prescribed period of probation pass in the following tests, if he has not already passed those tests;

A. Civil and Criminal Law;
B. The Andhra Pradesh Excise Act, 1968 and the rules made thereunder;
C. Excise Manual;
D. Account Test for Subordinate Officers, Part-I;
E. Third Class Language test in any two of the following languages of which, one shall be Telugu; Telugu, Hindi, Urdu or in the Districts of Srikakulam, Anantapur, Chittoor or Adilabad, Oriya, Kanada, Tamil and Marathi respectively.

A probationary Sub-Inspector appointed by direct recruitment *(x x x)* shall, within the prescribed period of probation, pass the following tests if he has not already passed these tests:—(a) Criminal Law. (b) Account Test for Subordinate Officers, Part I. (c) Third Class Language Test in Telugu. *(Omitted by G.O.Ms.No.255, Rev. (X), Dt. 13-3-87.)*

Provided that those direct recruits who passed the tests and examinations conducted by the Prohibition Training School, Hindupur, during 1963-64 shall be deemed to have passed the tests prescribed under these rules; *(G.O.Ms.No.277, Rev. (X), Dt. 18-2-1984)*

Provided that the persons already appointed as Excise Sub-Inspectors by direct recruitment or by transfer or by promotion, and who have not already passed the tests, shall pass the tests within a period of three years from the date of publication of the Notification in Andhra Pradesh Gazette failing which their grade increments shall be stopped without cumulative effect till they pass the said tests. *(G.O.Ms. No. 565, Rev. (X), Dt. 22-5-1985)*

Rule 12. Sugar and Matches Excise Service:—A member of the service who has discharged, for any period commencing ion or after the 1st April, 1938, the duties of any post connected with the administration of the Sugar (Excise Duty), Act, 1934 (Central Act XIV of 1934) or the Matches (Excise Duty) Act; 1934 (Central Act XVI of 1934) shall be deemed to have discharged for that period the duties of the corresponding posts borne on the cadre of the service.

Rule 13. Tests in Civil and Criminal Law and Language:—For the purpose of these rules:—*(As amended by G.O.Ms.No. 4891, Rev. (X), Dt. 24-11-1980)*

(a) A pass in the test, examination or examinations specified in item (1), item (2) or item (3) below shall be equivalent to a pass in Test-A. Civil and Criminal Law.

(1) The Pleadership Examination, First or Second Grade.
(2) (a) The examination for a degree in law of a recognised University.
(b) Part II, Civil and Criminal of the Apprentices examination held by the High Court or the examination in Practice and Procedure held by the Bar Council.
(3) (a) Civil and Criminal Judicial Test conducted by the Andhra Pradesh Public Service Commission.

(b) The Language Test will be the Third Class Language Test (Viva voce-Parts B, C and D) on and from the date from which this test was first held in or after the month of May, 1942.


(2) Every Junior Assistant on appointment by transfer as Excise Sub-Inspector shall undergo Institutional Training:

Provided that the training referred to in this rule shall be in accordance with such detailed programme and such syllabus, theoretical and practical as the Commissioner of Excise may notify, from time to time.

[Sub. by G.O.Ms.No. 300, Rev. (X), Dt. 29-4-1985 w.e.f. 16-2-60]