The Andhra Pradesh Legislative Assembly
Secretariat Service Rules

NOTIFICATION
[G.O.Ms.No.66, Legislature (OPI) Department, dated 19-10-1983]

In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India and of all other powers thereto enabling the Governor of Andhra Pradesh, after consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council, hereby makes the following Ad-hoc Rules for the Andhra Pradesh Legislature Service:

AD-HOC RULES

1. **Short title and commencement**: 1. These Rules may be called the Andhra Pradesh Legislature Service (Ad-hoc) Rules, 1983.

2. These rules shall be deemed to have come into force,

(i) (a) on the 5th June, 1967, in respect of Section Officers who have crossed the pay limit of Rs. 400/- in the then time scale and have been declared Gazetted in G.O.Ms.No. 4, Legislature Department, dated the 9th February, 1968;

(b) on the 17th August, 1967, in respect of other Section Officers;

(ii) on the 1st December, 1971, in respect of Reporters;

(iii) on the 7th May, 1974, in respect of Translators;

(iv) on the 8th April, 1980 in respect of Estate Officer; and

(v) on the 4th September, 1979, in respect of all other classes and categories.

2. **Constitution**: The Andhra Pradesh Legislature Service shall consist of the following Classes and Categories of Officers; namely:

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<thead>
<tr>
<th>Class</th>
<th>Category 1</th>
<th>Section Officers.</th>
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<tr>
<td>Class</td>
<td>Category 2</td>
<td>Reporters (English, Telugu and Hindi or Urdu)</td>
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<tr>
<td>Class</td>
<td>Category 3</td>
<td>Translators</td>
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<tr>
<td>Class</td>
<td>Category 4</td>
<td>Estate Officer</td>
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</table>
3. **Applicability of General and Special Rules:** The Andhra Pradesh State and Subordinate Service Rules, the Andhra Pradesh Civil Services (Conduct) Rules, 1964 and the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1963 for the time being in force shall apply to the members of this service, with the modification that for the expressions “the State Government” “the Government” or “the Governor”, the expression “the Governor, in consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council” and for the expression “Government employee” the expression “employee of the Legislature” shall be substituted and all grammatical variation and cognate expressions shall be construed accordingly.

4. **Appointing Authority:** The appointing authority for the posts in Classes I, II and III shall be the Governor, in consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council, and for the posts in all Categories in Class IV shall be the Secretary of the State Legislature.

5. **Appointment to the Service:** Appointment to any of the Posts in the Class or Category specified in columns (1) to (3) of Annexure-I, shall be made by the method specified in corresponding entries in column (4) thereof.

6. **Qualifications:** No person shall be eligible for appointment to any of the posts in the Class or Category specified in columns (1) to (3) of Annexure II by any of the methods specified in the corresponding entries in column (4) unless he possesses the qualifications specified in the corresponding entries in column (5) thereof.

7. **Age:** No person shall be eligible for appointment by direct recruitment to any of the posts in category (2) of Class IV, if he will have completed twenty eight years of age on the first day of July of the year in which the selection is made.

8. **Selection Categories:** Promotion to a higher post in any Class or Category shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

9. **Promotion:** No member of the service shall be eligible for promotion to a higher post in a Class or category unless he is a full member or an approved probationer and has put in ordinarily three years service of which atleast two years shall be in the category or class from which such promotion or transfer is made.
10. **Probation:** Every person appointed to a post in any Class or Category shall, from the date on which he joins duty, be on probation as follows:-

(i) if he is a direct recruit for a total period of two years on duty within a continuous period of three years.

(ii) if he is appointed by promotion or by transfer for a total period of one year on duty within a continuous period of two years.

11. **Savings:** Nothing in these rules shall adversely affect the interest of any person, who is a Probationer or an approved Probationer in any class or category on the date of issue of these rules, i.e. the 19th October 1983 as to qualifications, Promotion and other condition of service.*

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# ANNEXURE - I

(See Rule 5)

<table>
<thead>
<tr>
<th>Class</th>
<th>Category</th>
<th>Post</th>
<th>Method of appointment</th>
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</table>
| (1)   |          | Secretory of the State Legislature. | (i) By promotion of the Joint Secretary of the State Legislature; or  
|       |          |                               | (ii) for special reasons, by recruitment by transfer from the Andhra Pradesh State Legal Service or from the Andhra Pradesh State Higher Judicial Service. |
| (2)   |          | Deputy Secretary of the State Legislature. | By promotion of a member of Class III. |
| (3)   |          | Assistant Secretary of the State Legislature. | By promotion of a member in Categories 1 to 3 of Class IV.  
Provided that out of every four vacancies of Assistant Secretaries, three vacancies shall be filled by promotion of a Section Officer in Category 1 of Class IV and Private Secretary to Secretary to State Legislature* and one vacancy shall be filled by promotion of a Reporter or a Translator in category 2 or category 3 of Class IV.  
Provided further that the Private Secretary to Secretary to the State Legislature who is found suitable at the end of two years of service on duty as Section Officer, shall be eligible for consideration for Promotion as Assistant Secretary to the State Legislature along with Section Officers in the ratio 1:19* |

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"Three vacancies shall be filled in by promotion of a Section Officer in category 1 of Class IV and one vacancy shall be filled by promotion of a Reporter or a Translator", the words.

"the first three vacancies shall be filled by promotion of Section Officers in category 1 of Class IV and the fourth vacancy shall be filled in by promotion of Reporters and Translators respectively in the ratio: of 3:1" shall be substituted."**

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<tr>
<th>IV</th>
<th>Category - 1</th>
<th>Section Officers</th>
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<tbody>
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<td>By recruitment by transfer of an Assistant Section Officer or a Special Category Stenographer or a Private Secretary to the Secretary of the State Legislature;*</td>
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Provided that the cases of Assistant Section Officers and Special Category Stenographers shall be considered with reference to their common seniority arrived at by reckoning the seniority of the Special Category Stenographers from the date of their first appointment as Upper Division Stenographers.

Provided further that the appointment of Private Secretary to Secretary to the State Legislature made on or after 23.3.83, shall be on tenure basis*

(i) By direct recruitment
or

(ii) In special cases, by recruitment by transfer from any other service.


Provided that in the matter of direct recruitment, preference shall be given to women and they shall be selected to an extent of thirty percent of the posts in each Category of O.Cs., B.C.s, S.Cs and S.T.s Quota.**

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<tr>
<td>M</td>
<td>Category-3</td>
<td>Translators</td>
<td>(i) By recruitment by transfer from among the Assistant Telugu Translators in the State Legislature; or (ii) If a qualified and suitable candidate is not available, by recruitment by transfer from any other service.</td>
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<tr>
<td>IV</td>
<td>Category-4</td>
<td>Estate Officer</td>
<td>By recruitment by transfer from Assistant Section Officers in the State Legislature. or By transfer from Section Officers in the State Legislature if qualified and suitable Assistant Section Officer is not available. @</td>
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@ Vide G.O.Ms.No. 20, Legr. (O.P.I) Dept. dt. 25.6.81.
## ANNEXURE - II
### (See rule 6)

<table>
<thead>
<tr>
<th>Class</th>
<th>Category</th>
<th>Post</th>
<th>Method of Appointment</th>
<th>Qualifications</th>
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<tbody>
<tr>
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<td>(5)</td>
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<tr>
<td>Class I</td>
<td>Secretary of the State Legislature</td>
<td>By promotion</td>
<td>(i) Must hold a degree of a University in India Established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission, and (ii) Must hold a degree in Law of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or any other equivalent qualification.</td>
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</tr>
<tr>
<td>Class II</td>
<td>Deputy Secretary of the State Legislature</td>
<td>By promotion</td>
<td>Must hold a degree of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission; Provided that other things being equal preference may be given to persons holding a degree in Law of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission.</td>
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<tr>
<td>Class III</td>
<td>Assistant Secretary of the State Legislature</td>
<td>By promotion</td>
<td>Must hold a degree of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission;</td>
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<tr>
<td>Class IV</td>
<td>Category-1</td>
<td>Section Officers</td>
<td>By recruitment by transfer.</td>
<td>Must hold a degree of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission; Provided that in the Case of such of the Assistant Section Officers who are approved Probationers and holding the said posts as on the 19th October, 1983, the degree qualification referred to above shall not be insisted.*</td>
</tr>
<tr>
<td></td>
<td>Category-2</td>
<td>Reporters (English)</td>
<td>By direct recruitment or recruitment by transfer.</td>
<td>(i) Must have passed the PUC or Intermediate Examination of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or any other equivalent qualification. Provided that preference shall be given to persons possessing higher general educational qualifications. (ii) Must have passed the Shorthand (English) by the grade for which the rate of speed prescribed is not less than 180 words per minute. Provided that preference shall be given to persons who have also passed Shorthand (Telugu) by Higher Grade. (iii) Must have passed the Typewriting (English) by higher grade conducted by the State Board of Technical Education, Hyderabad. Provided that preference shall be given to persons who have also passed Typewriting (Telugu) by Higher Grade.</td>
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* Vide G.O.Ms.No. 35 Legr (OPI) Deptt. dt. 17-5-88
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<tr>
<td>Category-2</td>
<td>Reporters (Telugu)</td>
<td>By direct recruitment or recruitment by transfer.</td>
<td>(i) Must have passed the P.U.C. or Intermediate examination of a University in India established or incorporated by or under a Central Act, a Provincial Act or a State Act or an Institution recognised by the University Grants Commission or any other equivalent qualification.</td>
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<td>(ii) Must have passed the shorthand and Typewriting (Telugu) both by Higher Grade conducted by the State Board of Technical Education, Hyderabad.</td>
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<td>Provided that preference shall be given to persons possessing higher general educational qualifications.</td>
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<td>(iii) Must have passed a practical test for a speed of 80 words per minute in Telugu Shorthand conducted by the Secretary of the State Legislature in the case of appointment by transfer and by the Andhra Pradesh Public Service Commission in the case of direct recruitment.</td>
</tr>
<tr>
<td>Category-2</td>
<td>Reporters (Urdu or Hindi)</td>
<td>By direct recruitment or recruitment by transfer.</td>
<td>(i) Must have passed the P.U.C. or Intermediate Examination of a University in India established or incorporated by or under a Central Act, a provincial Act or a State Act or an Institution recognised by the University Grants Commission or any other equivalent qualification.</td>
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<td>Provided that preference shall be given to persons possessing higher general educational qualifications.</td>
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<td>Category-3</td>
<td>Translators</td>
<td>By recruitment by transfer.</td>
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<td>Category-4</td>
<td>Estate Officer</td>
<td>By recruitment by transfer.</td>
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10
Ad-hoc Rules for the Post of Joint Secretary

NOTIFICATION

[G.O.Ms.No.111, Legislature (O.P.I) Department, dated 12-12-1977]

In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Andhra Pradesh, after consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council hereby makes the following ad-hoc rules for the temporary post of Joint Secretary to State Legislature.

AD-HOC RULES

1. Constitution: The post of Joint Secretary to State Legislature shall constitute a distinct post above the post of Deputy Secretary to State Legislature and below the post of Secretary to State Legislature.

2. Appointment: Appointment to the post shall be made by promotion from the holders of the posts of Deputy Secretaries to State Legislature or if no suitable person is available for appointment by promotion, by recruitment, by transfer from the Andhra Pradesh State Legal Service or the Andhra Pradesh State Judicial Service.

3. Qualification or Promotion: No person shall be eligible for appointment to the post of Joint Secretary to State Legislature by promotion unless he is a full member or an approved probationer in the post of Deputy Secretary to State Legislature and has put in not less than two years of service in that category and he shall hold a degree in Law of any University in India established or incorporated by or under a Central Act or provincial Act or State Act or Institution recognised by the University Grants Commission.

Or recruitment by transfer: No person shall be eligible for appointment to the post by recruitment by transfer unless he possesses the following qualifications namely:

(a) must hold a degree in Law of any University in India established or incorporated by or under a Central Act or a Provincial Act or State Act or an Institution recognised by the University Grants Commission.


Rules 3 and 4 are amended by way of merger and the rules are renumbered as adding rule 1.

(b) must be a full member or an approved probationer in the Andhra Pradesh State Legal Service not being lower in rank than a Deputy Secretary to Government;

(c) must be a full member or approved probationer in the Andhra Pradesh State Judicial Service not being lower in rank than a subordinate Judge.

4. Temporary Appointments:— No appointment shall be made under Rule 37 in Part II of the Andhra Pradesh State and Subordinate Services Rules to fill any vacancy in this post unless the duration of the vacancy is not less than three months and none in the approved list prepared under General Rule 4 in the said part is available.

5. Promotion:— Promotion to the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

6. Applicability of General Rules:— The General Rules applicable to the holders of the permanent posts of Secretary, Deputy Secretaries and Asst. Secretaries to "State Legislature" shall apply to this post except to the extent specified in these rules.

7. Appointing Authority:— The Appointing Authority for the "post of Joint Secretary to State Legislature shall be the Governor in consultation with the Speaker of the Legislative Assembly of the State".
AD-HOC RULES FOR THE POSTS OF PRIVATE SECRETARIES TO THE PRESIDING OFFICERS ETC.

[G.O.MS.No. 87, Legislature (O.P.I.) dated 10th September, 1979.]

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 and Clause (3) of Article 187 of the Constitution of India, the Governor of Andhra Pradesh after consultation with the Speaker of the Andhra Pradesh Legislative Assembly and the Chairman of the Andhra Pradesh Legislative Council hereby makes the following Ad-hoc rules.

The rules hereby made shall be deemed to have come into force on the 1st day of May, 1976.

AD-HOC RULES

1. Constitution:— The posts of Gazetted Private Secretaries to the holders of the offices specified in the Annexure to this Notification shall constitute a distinct class in the Andhra Pradesh Legislature Service.

2. Applicability of General and Special Rules:— The General and Special Rules applicable to holders of the permanent posts in the Andhra Pradesh Legislature Service shall not apply to the said posts except to the extent specified below.

3. Appointment Authority:— The appointing authority shall be the Secretary to Government, Legislature Department.

Provided that the selection of candidates for appointment to the posts shall be made by the holder of the office concerned.

4. Appointment:— Appointment to the posts shall be made by transfer from the Andhra Pradesh Legislature Service or any other State Service.

5. Probation and Increment etc.:— A person appointed to the post shall count his service as such towards his probation, increment and for all other purposes in the post from which he has been recruited and which was held by him immediately before his appointment to the post of Gazetted Private Secretary to the holder of the office or in any other post in which he would have acted to the extent he would have acted in such post but for his appointment to the post of Gazetted Private Secretary.

6. Penalties and Appeals:— (i) The penalties referred to in rule 8 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules may be imposed on the holders of the posts by the Secretary to Government, Legislature Department.
(ii) The appellate authority against an order of the said Secretary in respect of all matters shall be the Government.

7. Pay and Special Pay: (a) There shall be paid to the holders of the posts the pay admissible to them in the posts held by them in their parent Department before or after their appointment as Private Secretaries.

(b) The holders of the post shall be paid a Special pay and such other allowance for attendance on the holders of offices in accordance with the orders for the time being in force in this regard.

ANNEXURE

[Vide Rule 1]

Speaker of the Andhra Pradesh Legislative Assembly.
Leader of the Opposition in the Andhra Pradesh Legislative Assembly.
Deputy Speaker of the Andhra Pradesh Legislative Assembly.
Government Chief Whip and Whips in the Andhra Pradesh Legislative Assembly.
Chairman of the Andhra Pradesh Legislative Council.
Leader of the Opposition in the Andhra Pradesh Legislative Council.
Deputy Chairman of the Andhra Pradesh Legislative Council.
Government Chief Whip and Whips in the Andhra Pradesh Legislative Council.
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES – State Service – Andhra Pradesh Legislature Service (Adhoc)

LEGISLATURE (OP.I) SECRETARIAT

G.O.Ms.No.52.

Read the following:-


***

ORDER:

The following notification shall be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by Clause(3) of Article 187 of the Constitution of India, the Governor of Andhra Pradesh in consultation with the Chairman of the Andhra Pradesh Legislative Council and Speaker of the Andhra Pradesh Legislative Assembly hereby makes the following amendments to the Andhra Pradesh Legislature Service (Ad-hoc) Rules, 1983 issued in G.O.Ms.No.66 Legislature (OPI) Department dated the 19th October, 1983 as subsequently amended.

AMENDMENTS

In the said rules,-

(1) In Rule 2 in Class IV, after Category 4, the following shall be added, namely:-

"Category 5 Research Officer."

(2) In Annexure-I, in the Table

(i) In Column (4) against Class (III), Assistant Secretary of the State Legislature after the words and figures, "Categories 1 to 3" the words and figures " and 5 " shall be inserted.

(ii) In Column (4) against Class (III), Assistant Secretary of the State Legislature, after the second proviso, the following proviso shall be inserted, namely

" Provided also that the Research Officer shall be eligible for consideration for promotion as Assistant Secretary to the State Legislature along with the Reporters in the ratio of 1:10 the first vacancy to be filled by the Research Officer."

( P T O )
3) In Annexure-II in the Table Category 1 Research Officer and the entries in column (3) and (4) against it shall be omitted and the existing Categories (2), (3), (4), (5) and (6) shall be re-numbered as Categories (1), (2), (3), (4) and (5) respectively.

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

K. TULJANAND SINGH,
SECRETARY TO STATE LEGISLATURE.

To
The General Administration(Ser.A) Department, Secretariat, Hyderabad.
The General Administration (Ser.B) Department, Secretariat, Hyderabad.
The General Administration (Ser.D) Department., Secretariat, Hyderabad.
The Law Department, Secretariat, Hyderabad.
The Accountant General, Andhra Pradesh, Hyderabad.
The Secretary, A.P.Public Service Commission, M.J.Road, Nampally, Hyderabad.
The Commissioner of Printing & Stationary, Chanchalguda, Hyderabad, for publication of the notification in the next issue of A.P. Gazette and for supply of 50 copies of the same.
The Secretary, A.P. Service Rules Commission, General Administration Department, Hyderabad.

//FORWARDED : BY ORDER//

[Signature]
SECTION OFFICER.