GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - Andhra Pradesh Govt. Life Insurance (Subordinate) Services - Special Rules - Re-Issued.

FINANCE AND PLANNING (ADMIN.II) DEPARTMENT

G.O.Ms.No. 289 Dated : 18-10-1983, Read the following


ORDER :

The following notification will be published in the Andhra Pradesh Gazette :

NOTIFICATION

In exercise of the powers, conferred by the proviso to article 309 of the Constitution of India the Governor of Andhra Pradesh hereby makes the following special Rules for the Andhra Pradesh Govt. Life Insurance Subordinate Service.

RULES

1. SHORT TITLE AND COMMENCEMENT :

1) These rules may be called the Special Rules for the Andhra Pradesh Govt. Life Insurance Subordinate Service.

2) They shall be deemed to have come into force on the 1st. May, 1976.

3) The rules for the posts of Electrician and Operator-Cum-Mechanic in categories Nos. 4 and 5 shall be deemed to have come into force with effect from 28th August, 1985.

Dr. M.C.R.H.R.D. Institute of Andhra Pradesh
*(Amended vide G.O.Ms.No.106, Fin. & Plg. (FW.Admin.III) Department, dated 17-03-1990.)*

2. CONSTITUTION:

The service shall consist of the following categories of posts in the Andhra Pradesh Govt. Life Insurance Dept.

Category (1) Superintendents

Category (2) Senior Accountants.

Category (3) Junior Accountants

** The following two categories shall be added namely

Category (4) Electrician.

Category (5) Operator-Cum-Mechanic,

(**) Amended vide G.O.Ms.No.106, Fin. & Plg. (FW. Admin.III) Department, dated 17-3-1990

3. APPOINTMENT

Appointment to the several categories shall be made as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Method of Appointment</th>
<th>Appointing authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>01.</td>
<td>Superintendent</td>
<td>i) By Promotion from category (2) or</td>
<td>Director of Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) If no suitable or qualified member is available from Category-2 by recruitment by transfer from the category of Superintents working in the</td>
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</tr>
</tbody>
</table>
Office of the Heads of Departments under the control of Finance & Plg. (FW) Department.

02. Senior Accountant
i) By direct recruitment Director of Insurance
   or
ii) By promotion from category(3)
   or
iii) If no suitable or qualified member is available from Category-3, by recruitment by transfer from the category of Sr. Accts.of Treasuries & Accounts (Sub)Service or Sr. Auditors of Local Fund Audit (Sub) Service or Auditors of Pay & Accounts Sub Service.

iv) By transfer from the category of Typists and Steno-Typists.

v) By transfer from the category of Bradma Operators.

03. Junior Accountant
i) By direct recruitment. Deputy Director/ Regd. Dy.
   or
ii) By transfer form the Category Director of Insurance of Typists/Lower Division Stenos and Bradma Operators

iii) By transfer from the category of Record Assts./Shroffs/Cashiers and Attenders.

04. * Electrician By Direct Recruitment -do-

05. * Operator-Cum Mechanic By Direct Recruitment -do-

4. RESERVATION OF APPOINTMENTS:

i) The Reservation for Physically handicapped persons (as in General Rule -22) shall be restricted only to the Orthopaedically Handicapped persons.

ii) (@) Women shall be appointed by direct recruitment to the posts of Senior Accountant's and Junior Accountants to the extent of 30% of the posts in each category of O.C., B.C., S.C. and S.T. quota in accordance with the provisions of General Rule 22 A(2).


(£) Provided that the Rule of Reservation for Physically Handicapped persons shall not apply for the posts of Electrician and Operator-Cum-Mechanic in categories Nos. 4 and 5.


5. AGE:

No person shall be eligible for appointment by direct recruitment, if he has completed twenty eight years of age on the first day of July of the year in which the selection is made;

6. SPECIAL QUALIFICATIONS:

No person shall be eligible for appointment to the categories specified in Col. (1) of the Annexure to these Rules by the method specified in Col. (2) unless he possesses the qualifications specified in the corresponding entry in Col. (3) thereof.

7. PROBATION:

Every person appointed to any post in the service shall from
the date on which he joins duty, be on probation, for a total period of one year on duty within a continuous period of two years, if appointed by transfer or promotion, and for a total period of two years on duty within a continuous period of three years, if appointed by direct recruitment.

8. TRAINING:

Any person appointed to the service shall undergo training as prescribed, by the Government from time to time, and the period of such training shall count for probation. Direct recruits are eligible to draw the minimum of the scale of pay with the usual allowances admissible to the post to which they are appointed, during the training period.

9. TESTS:

The following tests are prescribed for the members who are appointed either by direct recruitment or by transfer:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Tests</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>1.</td>
<td>Superintendant</td>
<td>Accounts Test for Subordinate Officers Part-I and II and Insurance Departmental Test, if not already passed.</td>
<td>To be passed within the period of probation.</td>
</tr>
<tr>
<td>2.</td>
<td>Senior Accountant</td>
<td>Accounts Test for Subordinate Officers Part-I and Insurance Departmental Test, If not already passed.</td>
<td>To be passed within the period of Probation.</td>
</tr>
<tr>
<td>3.</td>
<td>Junior Accountant</td>
<td>Insurance Departmental Test.</td>
<td>- do-</td>
</tr>
</tbody>
</table>
10. APPOINTMENT TO THE SERVICE FROM THE CATEGORY OF TYPISTS, STENO-TYPISTS AND BRADMA OPERATORS.

i) APPOINTMENT AS JUNIOR ACCOUNTANTS

An approved probationer in the category of Typists, Steno-Typists and Bradmo Operators working in the Andhra Pradesh Government Life Insurance Department shall be eligible for appointment by transfer as Junior Accountant in the respective units of appointment laid down in the Annexure to these rules.

ii) APPOINTMENT AS SENIOR ACCOUNTANTS:

An approved probationer in the category of Typists and Steno-Typists, Bradmo Operators working in the Andhra Pradesh Government, Life Insurance Department shall be eligible for appointment by transfer as senior Accountant in the respective units of appointment, subject to the fulfilment of the conditions laid down in the Annexure to these rules.

11. SPECIAL PROVISIONS:

i) The posts of Superintendents and Senior Accountants shall be treated as selection posts, promotion to which shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

ii) While drawing up lists for promotion as a Senior Accountants or for higher posts in the service, claims of all the persons qualified on the date of drawing up such lists, and not the date of passing of the accounts examinations prescribed for the post or posts for which such lists are drawn up shall be considered.
iii) In the case of direct recruitment and recruitment by promotion and by transfer to the post of Senior Accountants the first vacancy in each unit of five vacancies shall be filled by direct recruitment and the rest by promotion from the category of Junior Accountant and by transfer from the categories of Typists/Steno typists and Bradma Operators.

iv) In the case of direct recruitment and recruitment by transfer to the posts of Junior Accountants the first, second and fifth vacancies in every unit of five vacancies shall be filled by direct recruitment and the rest by transfer from the category of Typists and Bradma Operators and the category of Shroffs and Record Assistants, Cashiers and Attenders in that order.

12. MINIMUM SERVICE:

i) No member of the service shall be eligible for promotion to the next higher category of post unless he has put in a regular service of three years in that category.

ii) In the case of Typists, Steno-Typists and Bradma Operators, they shall put in five years of service to be eligible for promotion to the post of Senior Accountants, and

iii) Record Assistants and Members of the Andhra Pradesh Last Grade Service shall have put in not less than five years of regular service to be eligible for appointment by recruitment by transfer to the post of Junior Accountant.

13. UNIT OF APPOINTMENT:

For purposes of recruitment, appointment, discharge for want of vacancy, seniority, promotion, transfer and appointment as full member the unit of appointment shall be as specified in the Table below.

Dr. M.C.R.H.R.D. Institute of Andhra Pradesh
<table>
<thead>
<tr>
<th>Category</th>
<th>Post</th>
<th>Unit of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Superintendent</td>
<td>Unit - I</td>
<td>Directorate of Insurance</td>
</tr>
<tr>
<td></td>
<td>Unit -II</td>
<td>Districts of Visakhapatnam, Srikakulam and Vizianagaram.</td>
</tr>
<tr>
<td></td>
<td>Unit-III</td>
<td>Districts of East Godavari, West Godavari and Krishna</td>
</tr>
<tr>
<td></td>
<td>Unit-IV</td>
<td>Districts of Guntur, Prakasam, and Nellore</td>
</tr>
<tr>
<td></td>
<td>Unit V</td>
<td>Districts of Anantapur, Cuddapah, Kurnool and Chittoor.</td>
</tr>
<tr>
<td></td>
<td>Unit VI</td>
<td>Districts of Warangal, Karimnagar, Khammam and Adilabad.</td>
</tr>
<tr>
<td></td>
<td>Unit-VII</td>
<td>Districts of Hyderabad, Ranga Reddy Nizamabad, Medak, Nalgonda and Mahaboobnagar</td>
</tr>
<tr>
<td>2. Senior Accountants</td>
<td>The same units as in the case of category 1 above</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The entries "Ranga Reddy" against Unit VII and "Vizianagaram" against Unit II shall be deemed to have come into effect from 15th August, 1978 and 1st July, 1979 respectively.

**14. TRANSFERS:**

(1) Notwithstanding the constitution of units indicated in rule 13, the Director of Insurance with the prior approval of the Government, may transfer persons holding posts in categories 1 and 2 from unit I to any other unit.

a) for a period not exceeding two years at a time when qualified or suitable persons from the feeder categories are not available in the later unit for promotion to category 1 or 2;

Dr. M.C.R.H.R.D. Institute of Andhra Pradesh
b) Where any of the persons holding posts in Unit I are willing to be transferred to any one of the latter units on the condition that they will take seniority from the date of their appointment in the later units.

(2) In respect of the regional offices having territorial jurisdiction over more than one district or over more than one zone, as defined in the Andhra Pradesh Public Employment (OLC & RDR) order, 1975, and which constitutes a separate unit of appointment in respect of certain categories, such categories may be filled by transfer of persons holding equivalent categories of posts in the other units located in their jurisdiction and over which that regional office has territorial jurisdiction and vice versa.

15. REPEAL AND SAVINGS


Provided that nothing in these rules shall effect the regular appointments already made under the repealed rules.

(By order and in the name of the Governor of Andhra Pradesh)

A.K. SHARMA,
DEPUTY SECRETARY TO GOVERNMENT.

To,
The Director,
A.P. Government Life Insurance.
The Accountant General, A.P., Hyderabad.
The G.A. (Ser.) Department.
The Secretary, A.P. Public Service Commission, Hyderabad.
(with covering letter).
The Law Department
ANNEXURE
(See rule 6 and rule 10)

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of appointment</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Superintendent</td>
<td>By promotion</td>
<td>Must have passed: 1. Accounts Test for Subordinate Officers Part-I &amp; Part-II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Insurance Department Test.</td>
</tr>
</tbody>
</table>

I. IN THE DIRECTORATE OF INSURANCE

2. Senior Accountants
   (1) By Direct recruitment.
       Must possess a Degree of a University in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or any other equivalent Qualification.
   (2) By promotion from the category of Junior Accountant.
       (i) Must possess a Degree of a University in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or any other equivalent qualification.
   (3) By transfer from the category of Typists/Steno Typists/Bradma Operators.
       (ii) Must have passed Accounts Test for Subordinate Officers Part-I
       (iii) Insurance
Departmental Exam.
Provided that
those appointed to
these categories
prior to 31-10-1980
shall be eligible for
promotion as Upper
Division Clerk or for
conversion as lower
Division Clerk even if
they do not possess
a Degree of a
University but they
must have passed
the full test (two
paper test) held by
the Andhra Pradesh
Public Service
Commission. for
recruitment to the
post of Lower
Division Clerk.

II. IN THE REGIONAL OFFICES:

(i) By direct
Must possess a
degree recruitment
of a University in
India established or
in-corporated by or
under a Central Act
or a provincial Act
or a State
Act or any other
equivalent
qualification.

(ii) By promotion from the
category of Junior
Accountant (i)
Must possess:
Minimum General
Educational
qualification
DEPARTMENTAL MANUAL

A.P.G.L.I. (SUBORDINATE) SERVICES RULES

(ii) Must have passed
Accounts test for
Subordinate
Officers Part-I

(iii) Insurance
Departmental
Examination.

(iii) By transfer from (i)
the category of
Typists/Steno
Typists/Bradma
Operators

(ii) Must have passed
Accounts Test for
Subordinate
Officers Part-I.

(iii) Insurance
Departmental
Examination.

IN THE DIRECTORATE OF INSURANCE

3. Junior
Accountants

(i) By Direct
Recruitment

Must possess a
Degree of a
University in India
established or
incorporated by or
under a Central
Act or a Provincial
Act or a State Act
or any other
equivalent
qualification.

(ii) By transfer from
the category of
Typist/Steno
Typists/Bradma
Operators.

Must possess a
Degree of a
University
in India established
or Incorporated by
or under a Central
Act or a Provincial
Act or a State Act
or any other
equivalent
qualification.
(iii) By transfer Must have put in not from the category less than five years of Record Assistant regular service. and members of the A.P. Last Grade Service.

IN THE REGIONAL OFFICES

i) By direct Minimum General recruitment Educational qualification

ii) By transfer from Minimum General the category of Educational Typists/Steno Qualifications Typists / Bradma operators

Must have put in not less than five years regular service Provided that those appointed to these categories in the offices specified in this sub-rule prior to 31-10-80 shall be eligible for appointment by transfer to the post of lower Division clerk even if they do not possess a degree of a University, but they shall possess the following qualifications

iii) By transfer from the category of i) Minimum General Record Assistant Educational Qualification and members ii) Pass in full test (two of the A.P. Last paper test) held by Grade Service the A.P. Public Service Commission
4. **Electrician**
   - By Direct Recruitment
   - i) Must have passed S.S.C., or its equivalent Examinations.
   - ii) Must possess Trade Certificate in Electricity issued by the Industrial Training Institute in the State.

5. **Operator Cum-Mechanic**
   - By Direct Recruitment
   - i) Must have passed S.S.C., or its equivalent examination
   - ii) Must possess Trade Certificate in Mechanic issued by the Industrial Training Institute in the State

The categories shown below are governed by different sub service Rules:

1. Typist
2. Junior Steno
3. Telephone Operator
4. Bradma Operator
5. Record Assistant
6. Cashier
7. Drivers
8. Lift Operator
9. Class IV

A.P. Ministerial Service Rule
A.P. Genl. Sub Service Rules
A.P. Genl. Sub Service Rules
AP Last Grade Service