The Andhra Pradesh Municipal Corporation Service Rules


Rule 1. Short Title and Commencement: (i) These rules may be called the Andhra Pradesh Municipal Corporation Service Rules, 1987.

(ii) They shall come into force on the 8th October, 1987.

Rule 2. Constitution: The Andhra Pradesh Municipal Corporation Service shall consist of the following categories of officers, namely:

Category I—Ministerial Wing:

(a) Manager, Vijayawada Municipal Corporation; Manager, Visakhapatnam Municipal Corporation; Revenue Officers, Vijayawada Municipal Corporation; Revenue Officers, Visakhapatnam Municipal Corporation; Accounts Officers

(b) Superintendents;

(c) Senior Assistants;

(d) Upper Division Accountants;

(e) Upper Division Stenographer.

Category II—Engineering Wing:

Draughtsman, Grade II

Category III—Town Planning Wing:

(a) Town Planning Officer, Ordinary, Vijayawada Municipal Corporation; Town Planning Assistant, Visakhapatnam Municipal Corporation.

(b) Town Planning Supervisors, Vijayawada and Visakhapatnam Municipal Corporations; Town Planning Assistants, (in the scale of 1330-2630) Municipal Corporation of Hyderabad.

Category IV—Public Health and Medical Wing

(a) Veterinary Officers; Veterinary Assistant Surgeons;

(b) Sanitary Supervisors.

Category V—Education Wing:

(a) Head Masters;

(b) B.Ed. Assistants.

Category VI—Urban Community Development Project Wing:

(a) Director;

(b) Project Officer;

(c) Deputy Project Officer;

(d) Community Organiser.

Rule 3. Unit of appointment: For the purposes of appointments, transfers and postings, the local authorities comprising the Municipal Corporations in the State shall constitute one unit.

Rule 4. Appointing authority: Unless otherwise provided in these rules or delegations made thereunder, the Government shall be the appointing authority in respect of all the posts in this service.
Rule 5. Selection authority:—There shall be constituted a Selection Committee consisting of the following members for selection of the candidates by direct recruitment for the posts specified in the Annexure to these rules:

(a) Chairman of the Standing Committee of the concerned Corporation;
(b) Commissioner of the Corporation concerned;
(c) (i) Concerned Head of the Government Department if the post is technical;
      (ii) Joint Secretary/Deputy Secretary of the Housing, Municipal Administration and Urban Development Department to be nominated by the Government, if the post is non-technical:

Provided that whenever a Municipality is constituted into a Corporation or the entire area of a Gram Panchayat or a Municipality is included in the unit of the neighbouring Corporation the post of and above the level of Upper Division Clerks/Senior Assistants shall be absorbed in the cadre of the Andhra Pradesh Municipal Corporation Service;

Provided further that before such absorption, the employees working in the said posts shall be required to give their option in writing to come over to the Andhra Pradesh Municipal Corporation Service. The service rendered by the employees so absorbed in the respective post under the Gram Panchayat or the Municipality shall be considered for fixing the inter-se seniority of the Andhra Pradesh Municipal Corporation Service.

Rule 6. Qualifications and method of appointment:—No person shall be appointed to the categories of posts mentioned in column (2) of Annexure to these rules by the methods specified in column (3) unless he or she possesses the qualifications specified in the corresponding entry in column (4) thereof.

Rule 7. Special representation:—The rule of reservation of appointment shall apply to appointment to the service by direct recruitment.

Rule 8. Age:—No person shall be eligible for appointment by direct recruitment if he has completed thirty years of age on the first day of July of the year in which the selection for appointment is made. In respect of candidates belonging to the Scheduled Castes or Scheduled Tribes, the age limit shall be thirty-five years.

Rule 9. Probation:—Every person appointed to each category in the said service 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 appointed by promotion or transfer.

Rule 10. Tests:—Every person appointed to a category of the service by direct recruitment shall pass the Accounts Test prescribed for Employees of Local Bodies within the period of probation:

Provided that a person who is already appointed to various posts in the Categories of the Andhra Pradesh Municipal Corporation Service prior to coming into force of these rules and who is probationer or approved probationer shall pass the aforesaid test within a period of two years from the date of commencement of these rules. If any such person fails to pass the said test within the prescribed period, his further increments shall be postponed until such time that he passes the said test.
Rule 11. Postings and transfers:—The Government shall be the authority competent to order the postings and transfers in respect of all the members of the service.

Rule 12. Conditions of service:—In matters not covered by these rules, the members of this service shall be governed by the rules applicable to Government Servants.

Rule 13. Leave:—(i) The authority which may sanction regular leave except casual leave, compensatory leave and optional holiday to a member of this service shall be the Government.

(ii) The Commissioner of the respective Corporation shall be the sanctioning authority for casual leave, compensatory leave and optional holiday.

Rule 14. Leave Salary:—The leave salary of the members of the categories mentioned in the Annexure shall be met from the funds of the Corporation from which he proceeds on leave.

Rule 15. Payment of Pay and Allowances, Traveling Allowances and Daily Allowance during transit:—The pay and allowances, traveling allowances and daily allowance during the transit period shall be met from the funds of the Corporation where the employee reports to duty by presenting the bills.

Rule 16. Loans and Advances:—Save as otherwise provided in these rules, the authority which may sanction various loans and advances to a member of this service shall be the executive authority of the Corporation in which he is working.

Rule 17. General:—The provisions of the Fundamental Rules, Andhra Pradesh Leave Rules, the Manual of Special Pay and Allowances, the Andhra Pradesh General Rules for State and Subordinate Services, the Andhra Pradesh Pension Code, the Andhra Pradesh Revised Pension Rules, 1980, the Family Pension Rules which are applicable to the Government Servants of the similar category in the State shall be applicable to the members of the service.

Rule 18. Discipline:—(a) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1963, apply to the members of the service except to the extent indicated hereunder.

(b) The executive authority of the Corporation for good and sufficient reason may impose the following penalties on the categories of the service:

(i) Censure;

(ii) Suspension up to the category of Superintendents and equivalent posts;

(iii) Recovery from pay of the whole or any part of the pecuniary loss caused to the Corporation, by negligence or breach of orders, while working in the Corporation;

(c) The Government may also impose the following penalties on a member of the service:

(i) withholding of promotion, where such penalty is imposed on the ground of some specific fault or misconduct;

(ii) reduction to a lower rank in the seniority list or to a lower post or time scale, or to a lower stage in a time scale;
(iii) compulsory retirement;
(iv) removal from service;
(v) dismissal from service;
(vi) suspension of members of service;
(vii) suspension where a person has already been suspended.

(d) An appeal shall lie against the order of the executive authority of the Corporation to the Government.

Rule 19. Sanction of posts and continuance of temporary posts from time to time:—The executive authority of the Corporation, by itself or on a direction from the Government, shall initiate and submit proposals to the Government for the sanction of posts in the category of the service either on permanent or on temporary basis and also for continuance of the temporary posts from time to time in such manner as may be specified by the Government:

Provided that the Corporation shall be competent to sanction posts in the categories of Upper Division Clerks and equivalent posts with the prior approval of the Government.

Rule 20. Appointment of Government Officers and subordinates to the categories of the service:—Notwithstanding anything contained in these rules, it shall be competent for the Government to appoint any officer of any Department of Government to the said service on deputation or on foreign service on such terms and conditions as they may deem fit. The Corporation in which the officer is so appointed shall pay towards pension contribution at the rates prescribed by the Government.

Rule 21. Conduct:—The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to the Government servants as amended from time to time shall apply to the members of this service.

Rule 22. Revision:—The Government may call for and examine the records of any order passed by the executive authority or the appeals pending on the date of commencement of these rules. In every instance as to the regularity, correctness, legality or propriety of any order passed therein and if in any case it appears to the Government that any such order should be annulled or reversed or remitted for reconsideration, they may pass orders accordingly.


Rule 24. Savings:—Nothing in these rules shall adversely affect the interest of any person who was appointed prior to the commencement of these rules according to the provisions of the rules then in force.
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<th>Sl. No.</th>
<th>Category</th>
<th>Method of appointment</th>
<th>Qualifications</th>
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<td>(a) Must hold a degree of B.A/B.Sc./B.Com of any University in India established or incorporated by or under a Central Act or a State Act or a Provincial Act or an Institution recognised by U.G.C. or any other equivalent qualification;</td>
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<td>(b) Must have passed the Accounts Test for local body employees or Accounts Test for Subordinate Officers, Part I.</td>
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<td>1.(a)</td>
<td>Manager/ Revenue Officers, Municipal Corporation of Visakhapatnam &amp; Vijayawada; Accounts Officers</td>
<td>By promotion from the category of Supdt. Municipal Corporations Service or by Special recruitment by transfer from any other service by Government.</td>
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<td>(b) Superintendant</td>
<td>By promotion from the category of Senior Assts./Upper Division Clerks/Upper Division Stenos.</td>
<td>(a) Must have completed three years regular service in the category of Upper Division Clerk/Senior Asst./Upper Division Accountant/Upper Division Steno.</td>
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<td>(c) Senior Assts. (Upper Division Clerk)</td>
<td>By promotion from the category of Junior Assts./Lower Division Clerks.</td>
<td>(b) Must have passed the Accounts Test for local body employees or Accounts Test for Subordinate Officers, Part I.</td>
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<td>(d) Upper Division Accountant</td>
<td>By promotion from the category of Lower Division Accountant.</td>
<td>(a) Must have completed three years regular service in the cadre of Lower Division Accountant.</td>
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<td>(b) Must have passed the Accounts Test for local body employees or Accounts Test for Subordinates Officers, Part I.</td>
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<td>(e)</td>
<td>Upper Division Steno</td>
<td>By promotion from the category of Lower Division Steno/Typist.</td>
<td>Must have passed the Typewriting Higher Grade and Shorthand Higher Grade.</td>
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<td><strong>Category II—Engineering Wing:</strong></td>
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<td>1.(a)</td>
<td>Draughtsmen, Grade II</td>
<td>By direct recruitment or by promotion from Grade III Draughtsmen or its equivalent.</td>
<td>The Special Examination for Group Certificate in Building drawing for Draughtsmen in Govt. Technical Examination or its equivalent.</td>
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<td><strong>Category III—Town Planning Wing:</strong></td>
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<td>1.(a)</td>
<td>Town Planning Officer, Ordinary, Municipal Corporation, Vijayawada, Town Planning Asst., Municipal Corporation, Visakhapatnam.</td>
<td>By promotion from the category of Town Planning Supervisors/ Draughtsmen, Grade I or its equivalent cadre who have put in three years of regular service in the said category.</td>
<td>Degree or Diploma in Engineering or in Town and Country Planning from any recognised University in India established or incorporated by or under a Central Act or a State Act or an Institution recognised by University Grants Commission or Institution of Fellowship or Associateship of the Institute of Town Planners of India or its equivalent.</td>
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<td>(b)</td>
<td>Town Planning Supervisors, Town Planning Assts. (in the scale of 1330-2630) Municipal Corporation of Hyderabad.</td>
<td>By direct recruitment or by promotion from the lower categories who have put in two years of regular service and possess requisite qualifications.</td>
<td>Degree or Diploma in Engineering or in Town and Country Planning from any recognised University in India established or incorporated by or under a Central Act or a State Act or an Institution recognised by University Grants Commission or Institution of Fellowship or Associateship of the Institute of Town Planners of India or its equivalent.</td>
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<td><strong>Category IV—Public Health and Medical Wing:</strong></td>
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<td>1.(a)</td>
<td>Veterinary Officer, Veterinary Asst. Surgeons,</td>
<td>By direct recruitment or for special reasons recruitment by transfer from any other service.</td>
<td>Must possess a Degree in Veterinary Science of an University established or incorporated by or under a Central Act or State Act or Provincial Act or an Institution recognised by the University Grants Commission or its equivalent.</td>
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<td>(b)</td>
<td>Sanitary Supervisors</td>
<td>By promotion from the category of Sanitary Inspectors.</td>
<td>(a) Sanitary Inspector Training Certificate of any Institution recognised by the University Grants Commission or by the State or its equivalent.</td>
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**Category V—Education Wing:**

1. (a) **Head Master**

   - (a) By promotion from the category of B.Ed. Assts. who have put in not less than five years of regular service in Municipal Corporation Schools.
   - (b) By transfer from other Institutions, when no candidate is available in Municipal Corporation Schools.

2. (b) **B.Ed. Assistants**

   - (a) By direct recruitment
   - (b) By promotion from the category of secondary grade teacher or its equivalent who possesses the requisite qualifications

   - (a) A Degree from any recognised University in India established or incorporated by or under a Central Act or a State Act or an Institution recognised by University Grants Commission;
   - (b) A Degree of B.Ed. of a recognised University in India established or incorporated by or under a Central Act or a State Act or an Institution recognised by University Grants Commission;
   - (c) Must pass the Accounts Test for Executive Officers Part-I and Accounts Test for Head Masters.

3. (a) **Director, Officer or by transfer from the category of Project Commissioner/Special Grade or its equivalent category**

   - Must be a graduate of a University in India established or incorporated by or under a Central Act or a State Act or an Institution recognised by University Grants Commission.

4. **Project Officer**

   - Must be a graduate of a University in India established or incorporated by or under a Central Act or a State Act or an Institution recognised by University Grants Commission.

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**Category VI—Urban Community Development Project Wing:**

1. (a) **Director**

   - Must be a graduate of a University in India established or incorporated by or under a Central Act or a State Act or any Institution recognised by the University Grants Commission.

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2. **Project Officer**

   - Must be a graduate of a University in India established or incorporated by or under a Central Act or a State Act or any Institution recognised by the University Grants Commission.
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<tr>
<td>Officer or by transfer from the category of Municipal Commr., Grade II or its equivalent category who have the knowledge in Social Welfare Organisations.</td>
<td>rated by or under a Central Act or Provincial Act or a State Act or an Institution recognised by the University Grants Commission.</td>
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<td>(c) Deputy Project Officer</td>
<td>By promotion from the category of Community Organisers or by transfer from the category of Municipal Commr., Grade III or its equivalent who have the knowledge in Social Welfare Organisations or by special recruitment by Govt. from any other services.</td>
<td>Must be a graduate of a University in India established or incorporated by or under a Central Act or Provincial Act or a State Act or an Institution recognised by the University Grants Commission.</td>
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<td>(d) Community Organisers</td>
<td>(a) By direct recruitment</td>
<td>(a) Must be a graduate of a University in India established or incorporated by or under a Central Act or Provincial Act or a State Act or an Institution recognised by the University Grants Commission.</td>
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<td>(b) By special recruitment by transfer from the Social Welfare Dept. or Women and Child Welfare Department</td>
<td>(b) Must have experience for a period of not less than one year in a paid capacity in any field of Social Welfare, Social Education or Community Development in a Govt. Department or local body or in any Voluntary Organisation.</td>
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