143. The Andhra Pradesh Municipal Town Planning Subordinate Service Rules


Authors' Note:—See also Rule 23 of A.P. Municipal Corporation Service Rules, 1987.

In exercise of the powers conferred by sub-section (2) of Section 80 the Andhra Pradesh Municipalities Act, 1965 (Andhra Pradesh Act 6 of 1965) the Governor of Andhra Pradesh hereby makes the following rules prescribing educational and other qualifications for the Officers and Servants of the Town Planning Establishment under the Municipal Councils, the same having been approved by both the Houses of Legislature as required under Section 329 of the said Act.

Rule 1. Short title:—These rules shall be called the Andhra Pradesh Municipal Town Planning Subordinate Service Rules.

Rule 2. Commencement:—They shall be deemed to have come into force on and from 30th October, 1975, in respect of categories 1, 2 and 3 and from the 3rd July, 1975, in respect of categories 4, 5 and 6.

Rule 3. Constitution:—The Andhra Pradesh Municipal Town Planning Subordinate Service shall consist of the following categories of Officers, namely:
Category 1 : Town Planning Officers ;(Special Grade)
Category 2 : Town Planning Officer ;
Category 3 : Town Planning Supervisor;
Category 4 : Town Planning and Building Overseer.

[Category 1 omitted and the categories 2 to 5 renumbered as 1 to 4 by G.O.Ms. No. 466, M.A. & U.D., Dt. 26-9-91]

Rule 4. Appointment :—(a) The appointment to the categories in this service shall be made as follows :

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of appointment</th>
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<tbody>
<tr>
<td>(1)</td>
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</tr>
<tr>
<td>1. Town Planning Officer (Special Grade)</td>
<td>By promotion from the Category 3 with the less than three years of service in that category ; or</td>
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<td></td>
<td>By direct recruitment, if no qualified and suitable person is available for appointment by promotion from Category 3.</td>
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<tr>
<td>2. Town Planning Officer</td>
<td>By promotion from the Category 4 with not less than three years of service in that category; or</td>
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<td></td>
<td>By direct recruitment, if no qualified and suitable person is available for appointment by promotion from Category 4 with not less than three years of service in that category.</td>
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<tr>
<td>3. Town Planning Supervisor</td>
<td>By promotion from the Category 5 with not less than three years of service in that category; or</td>
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<td></td>
<td>By direct recruitment, if no qualified and suitable person is available for appointment by promotion from Category 5.</td>
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</table>

Provided that the holders of the posts of Town Planning Overseers who have put in a minimum period of ten years of service as Town Planning Overseers who in the Town Planning Section of a Municipality are qualified for the initial post of Town Planning Overseer at the time of their appointment to that category, are also eligible even though they do not possess the qualifications prescribed for the post of Town Planning Supervisor.


4. Town Planning and Building Overseers

By recruitment by transfer of qualified and suitable persons from the post of Town Planning Tracer in Municipalities who have worked for not less than three years in that post or by direct recruitment if no qualified and suitable person is available for recruitment by transfer from the Category.


[Category 1 in Col.1 and the corresponding entries in Col. 2 omitted and the categories 2 to 5 renumbered as 1 to 4 by G.O.Ms. No. 466, M.A. & U.D., Dt. 26-9-91]
Note:—(1) Promotion to the Categories 1, 2, 3 and 4 shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

[Note: —(2) For promotion to the category 2 i.e., Town Planning Officer, the 3rd and 7th vacancies, out of a cycle of 9 vacancies shall be filled in by Town Planning Supervisors possessing Post Graduation qualification in Town Planning.

Provided that if no person possessing post-graduation qualification in Town Planning is available among the in-service personnel, the turn of the vacancy shall accrue to the other qualified persons in the normal channel.]

[Added by G.O.Ms. Mo.185, MA & UD Dt. 31-7-97]

Rule 5. Appointing authority:—The appointing authority in respect of all the categories shall be the Director of Town Planning.

Rule 6. Reservation of Appointment:—Except in so far as it relates to physically handicapped persons, Rule 22 of the Andhra Pradesh State and Subordinate Services Rules shall apply to appointments by direct recruitment to the categories of posts under this service.

Rule 7. Age:—No person shall be eligible for appointment by direct recruitment, if he has completed 30 years of age on the first day of July of the year in which the selection for appointment is made.

Rule 8. Qualifications:—No person shall be eligible for appointment to the category of posts mentioned in column (1) of the Annexure to these rules, unless he possesses the qualifications prescribed in the corresponding entries in column (2) thereof.

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. Postings and transfers:—The authority competent to order the postings and transfers in respect of all the categories in this service shall be the Director of Town Planning.

Rule 11. Tests:—A person appointed to [Categories 1, 2 and 3] either by promotion or by direct recruitment if he has not already passed, shall pass the Account Test prescribed for Employees of Local Bodies within the period of probation:


Provided that a person who is already appointed to the categories 1, 2, 3 and 4 either by promotion or by direct recruitment 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 issue of these rules. If any such person fails to pass the said tests within the said period, his further increments shall be postponed until such time that he passes the said test.

Rule 12. Training:—Every person in the said service shall be liable to undergo training for such period and on such terms as may be prescribed by the Government from time to time.
Rule 13. Conditions of service:—In matters not covered by these rules, the members of this service shall be governed by all other rules applicable to Government Servants.

Rule 14. Pay:—A member of this service shall draw pay in the scales of pay sanctioned by Government from time to time.

Rule 15. Leave:—The authority which may sanction regular leave except casual leave, compensatory leave, optional holiday to a member of this service shall be the Director of Town Planning. The authority which may sanction casual leave, compensatory leave and optional holiday to a member of this service in the said categories shall be the executive authority of the municipality in which he is working.

Rule 16. Loans and Advances:—The authority which may sanction various loans and advances to a member of this service shall be the executive authority of the Municipality in which he is working.

Rule 17. Payment of Pay, Leave Salary and Allowances, Transit Pay, Traveling Allowances and Daily Allowances:—The pay, leave salary and allowances, transit pay, traveling allowances and daily allowances of the members in the [Categories 1 to 4] of this service shall be paid from the Municipal Funds.  

G.O.Ms. No. 466, M.A. & U.D., Dt. 26-9-91

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

(b) The executive authority in consultation with the Director of Town Planning may suspend a member of this service in [Categories 1 to 4], pending enquiry into grave charges or impose the following penalties:—G.O.Ms. No. 466, M.A. & U.D., Dt. 26-9-91

(i) Censure;

(ii) Withholding of increments;

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

Provided that the Director of Town Planning who is the appointing authority in respect of the Categories of posts 1 to 5 of this service shall also be the authority who may suspend a member of the service pending enquiry into grave charges or impose the above said penalties.

(c) The authority which may impose the following penalties on a member of this service shall be the Director of Town Planning:

(i) Withholding of promotion, where such penalty is imposed on the grounds 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 from service.

(iv) Removal from service.
(v) Dismissal from service.
(vi) Suspension, where a person has already been suspended.

(d) An appeal against any order passed by the executive authority of the Municipal Council on the member of the service shall lie to the Director of Town Planning and to the Government against the orders passed by the Director of Town Planning.

Rule 19. Conduct:—The Andhra Pradesh Civil Services (Conduct) Rules, 1964, applicable to Government Servants shall be applicable to the members of this service.

Rule 20. Pension and Gratuity:—The Andhra Pradesh Municipalities (Pension-cum-Gratuity Fund) Rules, 1969 issued in G.O.Ms.No. 799, M.A., dated 17-10-1969, as amended from time to time, shall be applicable to the members of this service.

Rule 21. Appointment of Government Officers and Subordinates to this Service in certain cases:—Notwithstanding anything contained in these rules, it shall be open to the Director of Town Planning to appoint with the approval of the Government any officer to the said service on deputation or on foreign service on the terms and conditions, as may be prescribed. The Municipality in which an Officer is so appointed shall pay to the Government the leave salary and pension contribution at the rates prescribed by the Government.

Rule 22. Sanction of posts and continuance of temporary posts from time to time:—The executive authority of municipality by itself or on a direction of from the Director of Town Planning shall initiate and submit proposals for the sanction of posts in [Categories 1 to 4] of this service either on permanent or temporary basis and also for continuance of the temporary posts from time to time in the prescribed manner through the Director of Town Planning and through the Commissioner and Director of Municipal Administration) of the Government in respect of [Categories 1, 2] and to the Director of Municipal Administration in respect of [Categories 3 & 4].


Rule 23. Repeal:—The rules prescribed for the educational and other qualifications of officers and servants of Town Planning Establishment under Municipal Counsels issued in G.O.Ms.No. 1592, M.A. dated 26-11-1960 as amended, in so far as they relate to the posts of — (i) Town Planning Officer (Selection Grade), (ii) Town Planning Officer, (iii) Town Planning Supervisor, (iv) Town Planning Overseer, (v) Town Planning and Building Inspector and Town Planning Draughtsman and Surveyor as mentioned therein are hereby repealed.

Rule 24. Savings:—(1) Notwithstanding anything contained these rules, the Director of Town Planning shall, as soon as possible after these rules come into force, fit in the officers in the [Categories 1 and 2] into such category of the service or grade thereof, as he considers them after examining their previous record and all other relevant circumstances and in terms of the general instructions of guidelines, if any, issued by the Government for such fixation.


(2) The persons who have been appointed or promoted in respect of Categories 4 & 5 between 3rd July, 1975 and the 23 May, 1981 shall be eligible to hold the posts to which they were promoted or appointed as the case may be provided they are fully qualified to hold the said posts as per the then existing rules, in respect of educational and technical qualification.

(3) An appeal shall lie to the Government against any such orders issued by the Director of Town Planning under sub-rule (1).

(4) The Government may call for the records of any such order or orders passed by the Director of Town Planning and pass such orders, as they deem fit.

ANNEXURE
(Referred to in Rule 8)

<table>
<thead>
<tr>
<th>Category of Post</th>
<th>Qualifications</th>
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</table>
| 1. Town Planning Officer  | (i) Post Graduate Degree or Diploma in Town Planning from a recognised University or Institute or Fellowship or Associateship of the Institute of Town Planners (India), or equivalent membership of a professional Institute such as the Town Planning Institute (London), American Institute of Planners etc., with a minimum experience of one year in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust in a responsible capacity which shall include experience in the preparation of Housing and Town Planning Scheme; or  
(ii) Must be an Associate of the Indian Institute of Architects or must possess an equivalent Degree or Diploma in Architecture of a recognised University or Institute with a minimum experience of three years in Town planning work in Municipalities or Town Planning Department or a Town Improvement Trust; or  
(iii) Must be a Graduate in Engineering of a University in the State or must possess an equivalent qualification thereto and also have experience for not less than three years in Town Planning work in Municipalities or Town Planning Departments or a Town Improvement Trust; or  
(iv) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognised Institute and must have a minimum experience of three years in Town Planning in a responsible capacity in Municipalities or Town Planning Department or a Town Planning Trust. |
| Special Grade             | 2. Town Planning Officers. (i) Post Graduate Degree or Diploma in Town Planning from a recognised University or Institute or Fellowship or Associateship of the Institute of Town Planners (India), or equivalent membership of a professional Institute such as the Town Planning Institute (London), American Institute of Planners, etc., or  
(ii) Must be an Associate of the Indian Institute of Architects or must possess an equivalent Degree or Diploma in Architecture of a recognised University or Institute; or |
(1) Must be a Graduate in Engineering of a University in the State or must possess an equivalent qualification thereto; or

(iv) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognised Institute and must have a minimum experience of three years in Town Planning in a responsible capacity in Municipalities or Town Planning Department or a Town Planning Trust.

3. Town Planning Supervisor

(1) Minimum General Educational Qualification prescribed in the Schedule to the General Rules; and

(2) (i) Must be a Licentiate in Civil Engg. or Sanitary Engineering from any recognised Institute or any equivalent qualification with experience in Town Planning for a minimum period of one year; or

(ii) Pass in Andhra Pradesh Government Examination for Certificate in Architecture (New Rules) or any equivalent examination with experience in Town Planning for a minimum period of one year; or

(iii) Pass in Andhra Pradesh Government Certificate of Architecture Draughtsmanship and Assistantship (Licentiate in Architectural Assistantship) with experience in Town Planning for a minimum period of one year; or

(iv) Diploma in Overseer of any Engineering College or of any Polytechnic in the State recognised by the State Government or any equivalent qualification with experience in Town Planning for a minimum period of two years in a Municipality.

4. Town Planning and Building Overseer

(1) Minimum General Educational Qualification prescribed in the Schedule to the General Rules; and

(2) (i) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognised Institute or any equivalent qualification; or

(ii) Pass in Andhra Pradesh Government Examination for Certificate in Architecture (New Rules) or any equivalent qualification; or

(iii) Pass in Andhra Pradesh Govt. Examination Certificate in Architectural Draughtsmanship and Assistantship (Licentiate in Architectural Assistantship); or

(iv) Diploma in Overseer of any Engineering College or of any Polytechnic in the State, recognised by the State
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<td>Government or any equivalent qualification with experience in Town Planning for a minimum period of one year in a Municipality; or</td>
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<td>(v)</td>
<td>Draughtsmanship Civil Course under the revised syllabus introduced from July, 1952 conducted by the I.T.I. or pass in Draughtsmanship Civil Course conducted by the I.T.I., Government of Andhra Pradesh with experience in Town Planning for a minimum period of one year; or</td>
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<tr>
<td>(vi)</td>
<td>Pass in all India Trade Test for Surveyor Course conducted by the I.T.I., Government of Andhra Pradesh with experience in Town Planning for a minimum period of one year; or</td>
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<tr>
<td>(vii)</td>
<td>Pass in the Government Technical Examinations:</td>
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<tr>
<td>(i)</td>
<td>Building Drawing and Estimating (Higher);</td>
</tr>
<tr>
<td>(ii)</td>
<td>Surveying and Leveling (Higher);</td>
</tr>
<tr>
<td>(iii)</td>
<td>Building Materials and Construction (Higher);</td>
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<tr>
<td>(iv)</td>
<td>Practical Plane and Solid Geometry (Lower) ;</td>
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<tr>
<td>(v)</td>
<td>Mensuration (Lower) with experience in Town Planning for a minimum period of two years in a Municipality.]</td>
</tr>
</tbody>
</table>

[Category 1 in Col. 1 and the corresponding entries in Col. 2 omitted and the categories 2 to 5 renumbered as 1 to 4 by G.O.Ms. No. 466, M.A. & U.D., Dt. 26-9-91]