NOTIFICATIONS BY GOVERNMENT

REVENUE DEPARTMENT

REVISED RULES OF THE ANDHRA PRADESH SURVEY AND LAND RECORDS
SUBORDINATE SERVICE.

[G.O.Ms.No. 102, revenue (SS-2), 5th February, 2001.]

In exercise of the powers conferred by the proviso to article 309
of the Constitution of India and in supercession of the rules issued
14, Revenue, dated the 3rd January, 1996, the Governor of Andhra
Pradesh hereby makes the following rules for the Andhra Pradesh Survey
and Land Records Subordinate Service:-

RULES

1. Short Title: The rules may be called the Andhra Pradesh Survey and

   [1]

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2. Constitution: The service shall consist of the following classes and categories of posts namely:

**CLASS 'A'**
- Category (1): Inspector of Survey and Land Records
- Category (2): Deputy Inspector of Survey and Land Records
- Category (3): Surveyor
- Category (4): Deputy Surveyor

**CLASS 'B'**
- Category (1): Manager (Technical)
- Category (2): Head Computer including Head Draughtsman
- Category (3): Senior Computer including Senior Draughtsman
- Category (4): Computer Draughtsman Grade-I
- Category (5): Computer Draughtsman Grade-II

**CLASS 'C'**
- Category (1): Foreman including Foreman (Printing), Foreman (Plate making), and Cameraman
- Category (2): Deputy Foreman including Deputy Foreman (offset), Deputy Foreman (Letter Press), Assistant Cameraman, Plate making Asst. and Retouching Assistant.
- Category (3): Operative Grade-I including Machineman, Head Compositor and Junior Cameraman.
- Category (4): Operative Grade-II including Compositor and Binder.
- Category (5): Operative Grade-III including Khalasi, Searcher, Junior Pressmen, Sponzi, Map Mounter, Workman and Senior Pressman.
- Category (6): Security Guard

**CLASS 'D'**
- Category (1): Senior Mechanic (Survey Instruments)
- Category (2): Senior Mechanic (Press Maintenance)
3. Method of appointment and appointing authority

Subject to the other provisions of these rules, the method of appointment and appointing authority for the several categories shall be as follows:

<table>
<thead>
<tr>
<th>Class, Category and Designation</th>
<th>Method of Appointment</th>
<th>Appointing Authority</th>
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**CLASS 'A'**

**Category (1):**

1. Inspector of Survey and Land Records
   - By promotion of Deputy Inspector of Survey and Land Records (Category-2 of Class 'A').
   - By promotion of Deputy Inspector of Survey and Land Records (Category-2 of Class 'A').
   - By direct recruitment.
   - Director of Survey, Settlements and Land Records.

**Category (2):**

2. Deputy Inspector of Survey and Land Records
   - By promotion of Surveyor (Category-3 of Class 'A').
   - By direct recruitment.
   - Director of Survey, Settlements and Land Records.

**Category (3):**

3. Surveyor
   - By promotion of Deputy Surveyor (Category-4 of Class-A).
   - Director of Survey, Settlements and Land Records.

**Category (4):**

4. Deputy Surveyor
   - By direct recruitment.
   - By appointment by transfer of Computer Draughtsman Grade-II (Category-5 of Class-B).
   - By appointment by transfer of Chairman of the Survey and Land Records Department or Promotion from the Attendees.
   - Asst. Director, Survey and Land Records of the respective District Maintenance Unit.

**CLASS 'B'**

**Category (1):**

1. Manager (Technical)
   - By promotion of Head Computer including Head Draughtsman (Category-2 of Class 'B').
   - Director of Survey, Settlements and Land Records.
Category (2)

2. Head Computer including Head Draughtsman.
   By promotion of Senior Computer including Senior Draughtsman (Category-3 of Class 'B').
   Director of Survey, Settlements and Land Records.

Category (3)

3. Senior Computer including Senior Draughtsman
   By promotion of Computer Draughtsman Grade-I (Category-4 of Class 'B').
   Director of Survey, Settlements and Land Records.

Category (4)

4. Computer Draughtsman Grade-I
   By promotion of Computer Draughtsman Grade-II (Category-5 of Class 'B')
   Director of Survey, Settlements and Land Records.

Category (5)

5. Computer Draughtsman Grade-II
   (i) By Direct Recruitment
   (ii) By transfer from Deputy Surveyor (Category-4 of Class 'A')
   (iii) By appointment by transfer and promotion from the Attenders or Chainmen of the Survey and Land Records Department
   Asst. Director Survey and Land Records of the respective District Maintenance Unit.

CLASS 'C'

Category (1)

1. Foreman including Foreman (Printing) Foreman (Plate making) and Cameraman.
   By promotion of Deputy Foreman (Category-2 of Class 'C')
   Director of Survey, Settlements and Land Records.

Category (2)

2. Deputy Foreman including Deputy Foreman (Offset) Deputy Foreman (Letter Press) Ass't Cameraman Plate Making Assistant and Retouching Assistant.
   (i) By Direct Recruitment
   (ii) By promotion of Operative Grade-I (Category-3 of Class 'C')
   Deputy Director of Central Survey Office, Hyderabad.
Category (3)

3. Operative Grade-I including Machineman, Head Compositor and Junior Cameraman. By promotion of Operative Grade-II, (Category-4 of Class 'C') Deputy Director of Central Survey Office, Hyderabad.

Category (4)

4. Operative Grade-II including Compositor and Binder. By promotion of Operative Grade-III (Category-5 of Class 'C') Deputy Director of Central Survey Office, Hyderabad.

Category (5)

5. Operative Grade-III including Khalasi, Searcher, Junior Pressman, Sponsor, Map Mounter, Workman and Senior Pressman. By Direct Recruitment Deputy Director of Central Survey Office, Hyderabad.

Category (6)

6. Security Guard By Direct Recruitment Deputy Director of Central Survey Office, Hyderabad

CLASS 'D'

Category (1)

1. Senior Mechanic (Survey Instruments) By Direct Recruitment Deputy Director of Central Survey Office, Hyderabad.

Category (2)

2. Senior Mechanic (Press Maintenance) By Direct Recruitment Deputy Director of Central Survey Office, Hyderabad.

Category (3)

3. Senior Mechanic (Electrical) By Direct Recruitment Deputy Director of Central Survey Office, Hyderabad.
Note (i): The posts of Deputy Foremen (Category (2) of Class "C") shall be filled up by Direct Recruitment and promotion in the ratio of 1:1.

Note (ii): The post of Security Guard (Category (6) of Class "C") shall be filled up by Direct Recruitment by Ex. Service Men and if no suitable Ex. Service Men is available by General candidates.

Note (iii): The post of Deputy Surveyor of Category-4 of Class 'A' or Computer Draughtsman Grade-II of Category-5 of Class 'B' shall be filled up by direct recruitment and by Transfer by Chainmen or Attender working in Survey and Land Records Department in the ratio of 10:1.

Note (iv): Substantive vacancies in the Category of Deputy Inspector of Survey shall be filled up by direct recruitment and promotion in the ratio of 1:3.

4. Rule of Special Representation

1) Reservation may be made for appointment except in so far as it relates to the physically handicapped person, the rule of the Special Representation (General Rule 22) of A.P. State and Sub-ordinate Service Rules shall apply to all appointments to this service by direct recruitment.

2) In the matter of direct recruitment to the post of Deputy Surveyor and Computer Draughtsman Grade-II for which women and men are equally suited other things being equal, reservation shall be given to women and they shall be selected to an extent of atleast 33 1/3% of the posts in each Category of O.C., B.C.'A', B.C-B, B.C-C, B.C-D, SC and S.T quota in terms of sub-rule 2 of General Rule 22 A of A.P. State and Sub-ordinate Service Rules, 1996.

5. Qualifications:

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

6. Age:

No person shall be eligible for appointment to the post by direct recruitment, if he has completed twenty eight (28) years of age on the first day of July of the year in which the notifications for selection is made.

Provided that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes, the upper age limit is relaxable by five years.

7. Minimum Service:

Unless otherwise specified in these rules, no person shall be eligible for appointment by transfer or promotion unless he is an approved probationer and has put in not less than two years of service in the category from which first promotion or appointment by transfer is made.
8. Eligibility for promotion or appointment by transfer:

For appointment to a higher post either by promotion from one category to another within the service or by appointment by transfer from one service to another service, a member of a service, shall have satisfactorily completed his probation in category from which he is proposed to be promoted or appointed by transfer to such higher post.

9. Probation:

(a) Every person appointed by Direct Recruitment shall be on probation for a total period of two years on duty within a continuous period of three years from the date on which he joins duty; and

(b) Every person appointed to any of the posts either by promotion or by transfer shall from the date on which he joins duty, be on probation for a period of one year on duty within a continuous period of two years.

10. Training:

1) Every person appointed by direct recruitment to the post of Deputy Inspector of Survey shall undergo, immediately after appointment, a course of training for a period of 9 months as per such programme and syllabus as may be prescribed by the Director of Survey, Settlements and Land Records.

2) Every person appointed by direct recruitment to the post of Deputy Surveyor or Computer Draughtsman Grade-II shall immediately after appointment undergo, a course of training for a period of six months as per such programme and syllabus as may be prescribed by the Director of Survey, Settlements and Land Records.

3) Every person appointed by transfer on promotion from the post of Chainmen or Attender to the post of Deputy Surveyor or Computer Draughtsman Grade-II shall undergo the training for six months (6) as specified at sub-rule (2) above.

4) Every person appointed by transfer from Deputy Surveyor to Computer Draughtsman Grade-II or vice-versa shall undergo the training for a period of three months (3) soon after such transfer as per such programme and syllabus as may be prescribed by the Director of Survey, Settlements and Land Records.

5) Every person appointed by direct recruitment shall, before the commencement of Training, execute an agreement bond that he shall serve the Department for a period of three years (3) after the completion of the training referred to in sub-rules (1) and (2) and he will be liable to refund to the Government the Pay and Allowances or any other remuneration received by him in addition to the amount spent by the Government on his training:-

i. if he fails to serve the department for a period of three (3) years after the completion of his training for any reason: or

ii. if he discontinues the training or is discharged from training course for misconduct or any other reason: or

iii. if he secures any other employment elsewhere than under the State Government.
6) The period of training shall count for purpose of probation, increments, leave and pension.

7) A direct recruitee shall be eligible, during the period of training, for the initial pay of the post with usual allowance admissible at the Place of training.

11. Unit of Appointment:

For the purpose of recruitment, appointment, seniority, promotion, transfer and appointment as a full member, the unit of appointment for the posts indicated in column (1) of the Table below shall be as specified in column (2), thereof:

<table>
<thead>
<tr>
<th>Class, Category and Post</th>
<th>Unit of Appointment</th>
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<tbody>
<tr>
<td>Class 'A'</td>
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</tbody>
</table>

**Category (1):**

1. Inspector of Survey and Land Records.

(i) Multi Zone-I, Comprising Srikakulam, Visakhapatnam, Vizianagaram, East Godavari, West Godavari, Krishna Districts.


(iii) Multi Zone-III, Comprising Adilabad, Karimnagar, Warangal, Khammam, Hyderabad, Nizamabad, Mahabubnagar, Medak, Rangareddy and Nalgonda Districts.

**Category (2):**

2. Deputy Inspector of Survey and Land Records

Respective Multi-Zones-I, II and III as specified above.

**Category (3):**

3. Surveyor

Respective Zone-I to VI. Comprising the Districts mentioned therein.
Zone-I: Srikakulam, Vizianagaram, and Visakhapatnam Districts.

Zone-II: East Godavari, West Godavari and Krishna Districts.

Zone-III: Guntur, Prakasam and Nellore Districts.

Zone-IV: Chittoor, Cuddapah, Anantapur and Kurnool Districts.


Zone-VI: Ranga Reddy, Nizamabad, Mahabubnagar Medak, Hyderabad and Nalgonda Districts.

Category (4)


CLASS 'B'

Category (1)

1. Manager (Technical)     Respective Multi-Zones I, II and III as specified above

Category (2)

2. Head Computer    Respective Multi-Zones I, II and III as specified above.
     including Head Draughtsman.

Category (3)

3. Senior Computer     Respective Multi-Zones I, II and III as specified above.
     including Senior Draughtsman.

Category (4)

4. Computer Draughtsman
     Grad. I.     Respective Zones I to VI as specified above.

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Category (S)

5. Computer Draughtsman  Respective Revenue District
Grade-II.

Provided that the posts in the Central Survey Office or the office of the Director of Survey and Land Records shall be filled by drafting persons holding the relevant posts equitably in proportion to the basic strength of each local cadre/unit as far as practicable on tenure basis for a period of not ordinarily exceeding three years at a time.
ANNEXURE
(See Rule-5)

<table>
<thead>
<tr>
<th>Class, Category and Post</th>
<th>Method of Appointment</th>
<th>Qualifications</th>
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CLASS 'A'

Category (1)

1. Inspector of Survey and Land Records. By Promotion (i) Must have passed Survey Inspector's Test Part I and II and its practical part of Survey & Settlement Inspector's Test Part I and II and its practical part.
   and
   (ii) Must have passed the Accounts Test for Sub-ordinate Officers Part-I.

Category (2)

2. Deputy Inspector of Survey and Land Records. (i) By Promotion (i) Must have passed Surveyor Test Higher Grade Part I and II or Survey and Settlement Surveyor Test Higher Grade Part I and II.
   (ii) By Direct Recruitment. (i) Must possess a Diploma in Civil Engineering awarded by the AP State Board of Technical Education or its equivalent examination as recognized by AP State Board of Technical Education.

Category (3)

3. Surveyor By Promotion (i) Must have passed the Surveyor's Test Lower Grade Part-I and II or Survey and Settlement Surveyor Test Lower Grade Part-I and II.
### Category (4)

4. Deputy Surveyor

(i) By Direct Recruitment

(ii) By transfer

(i) Must have passed Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad, or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.

(ii) Must have obtained National Council of Vocational Training Certificate in Draughtsman (Civil) Trade (Two years Course with Surveying as one of the subject in any Industrial Training Institute recognized by the Government of India).

### Category (1)

1. Manager Technical.

By promotion

(i) Must have passed Revenue Draughtsman Test Part I and II.

(ii) Must have passed the Computation Test Part I and II.

(iii) Must have passed Accounts Test for Subordinate Officers Part I or Accounts Test for Executive Officers.

### Category (2)

2. Head Computer including Head Draughtsman

By Promotion

(i) Must have passed the Revenue Draughtsman Test Part I and II.

(ii) Must have passed the Computation Test Part I and II.
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Category (3)

3. Senior Computer
   Including Senior
   Draughtsman

Category (4)

4. Computer
   Draughtsman
   Grade I
   By Promotion
   (i) Must have passed the Revenue
       Draughtsman Test Part I and II.
   (ii) Must have passed the Computation Test
        Part I and II.

   Category (5)

5. Computer
   Draughtsman
   Grade II
   By Direct Recruitment
   (i) Must have passed Secondary School
       Certificate Examination conducted by
       the Board of Secondary Education,
       Andhra Pradesh, Hyderabad, or its
       equivalent examination as prescribed
       from time to time in sub-rule (2) of
       Rule 12 of Andhra Pradesh State and
       Subordinate Service Rules, 1996.
   (ii) Must have obtained a National Council
        of Vocational Training Certificate in
        Draughtsman (Civil) Trade (Two Years
        Course with Surveying as one of
        the subject in any Industrial Training
        Institute recognized by Government of
        India.

   By Transfer
   (i) Must have passed Secondary School Certi-
       ficate examination conducted by the
       Board of Secondary Education, Andhra
       Pradesh, Hyderabad or its equivalent
       examination as prescribed from time to
       time in sub-rule (2) of Rule 12 of
       Andhra Pradesh State and Subordinate
       Service Rules, 1996.
   (ii) Must have passed Revenue Draughtsman
        Tests Part I and II.

Category (1)

1. Foreman
   By Promotion
   including
   Foreman (Printing)
   Foreman (Plate making)
   and Cameramán.
   (i) Must possess a Diploma in Printing
       Technology (Offset) issued by the
       Andhra Pradesh State Board of
       Technical Education or its equivalent
       Qualification.

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(ii) Must have atleast five (5) years of experience in all processes of the Offset Printing Press.

(iii) Must be capable of doing original work in the process of Camera, re-touching and platemaking sections.

(i) Must have passed Secondary School Certificate Examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad or its equivalent examination as prescribed from time to time in sub-rule (3) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.

(ii) Must possess a Diploma in Printing Technology (Offset) issued by the State Board of Technical Education, Andhra Pradesh, Hyderabad or its equivalent examination.

(iii) Must have atleast five (5) years of experience in all process of the Offset Printing Press.

Must have put in atleast three (3) years of service in the feeder category.

(i) Must be capable of doing original work in the process of Camera, re-touching and Plate making sections.

Must have put in atleast three (3) years of service in the feeder category.
(i) Must have passed Secondary School Certification examination conducted by the Board of Secondary Education, Andhra Pradesh, Hyderabad or its equivalent examination as prescribed from time to time in sub-rule (2) of Rule 12 of Andhra Pradesh State and Subordinate Service Rules, 1996.

(ii) Must have experience for a period of five (5) years in a reputed printing press in any one or more of the following trades:-

(a) Process and Camera
(b) Re-touching
(c) Plate-making
(d) Offset Machine work
(e) Letter Press Machine work
(f) Composing including Mechanical Composing.
(g) Binding
(h) Map mounting etc.

(ii) Must have passed eighth (8th) class examination.

CLASS-D

Category (1)

1. Senior Mechanic

(i) Must possess a Diploma in Mechanical Engineering awarded by the A.P. State Board of Technical Education or its equivalent examination as recognized by the A.P State Board of Technical Education.

(ii) Must have practical experience at least three (3) years in the maintenance and servicing of transit theodolities (Conventional) Optic theodolities, Electronic Distance Measures etc., and Survey Instruments.

Category (2)

2. Senior Mechanic (Press Maintenance)
(ii) Must have practical experience of not less than three (3) years in reputed Printing press; or manufacturing firm in the maintenance of Offset/Letter Press/Allied Printing.

Category (3)

3. Senior Mechanic (Electrical)  
   By Direct Recruitment

(i) Must possess a Diploma in Electrical Engineering awarded by the A.P. State Board of Technical Education or its Equivalent examination as recognized by the AP State Board of Technical Education.

(ii) Must have practical experience of not less than three (3) years in a reputed printing press or manufacturing firm in the maintenance of Offset/Letter Press/Allied Printing Machines as regards their Electrical Components.

NOTE: In adherence to job charts to be prescribed by the Director of Survey, Settlement and Land Records, the Foreman, Deputy Foreman and the Operative Grade-I shall be capable of discharging original as well as supervisory duties in all branches/processes of printing in the Central Survey Office Press.

A.V. S. REDDY,
PRINCIPAL SECRETARY TO GOVT.