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**NOTIFICATIONS BY GOVERNMENT**

REVENUE DEPARTMENT

(Endts. I)

ANDHRA PRADESH CHARITABLE AND HINDU RELIGIOUS INSTITUTIONS AND ENDOWMENTS SERVICE RULES, 2002.

[G.O. Ms. No. 245, Revenue (Endts. I), 8th May, 2002.]

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all powers hereunto enabling in sections 3, 4, 30, 32 and sub-section (1) of section 33 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987 (Act 30 of 1987) and in supercession of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Service Rules issued in G.O. Ms. No. 679, Revenue (Endts. I) Department, dated 4th October, 1988, the Governor of Andhra Pradesh hereby makes the rules appended to this notification as required by sub-section (2) of section 33 read with sub-section (1) of section 153 of the said Act which was previously published in the Andhra Pradesh Gazette Part-I Extraordinary No. 334, dated 5th August, 2000 and No. 174, dated 15th April, 2002 issued in G.O. Ms. No. 493, Revenue Department, dated 22nd July, 2000 and G.O. Ms. No. 178, Revenue (Endts. I) Department, dated 15th April, 2002 respectively.

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**RULES****1. Short title:**

These rules may be called the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Service Rules, 2002.

**2. Constitutions:**

The Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Service shall consist of the following classes and categories of posts, namely:-

**Class-I:**

- Category (1) : Commissioner
- Category (2) : Additional Commissioner
- Category (3) : Regional Joint Commissioner Including Joint Commissioner
- Category (4) : Deputy Commissioner
- Category (5) : Assistant Commissioner

**Class-II:**

- Category (1) : Executive Engineer
- Category (2) : Deputy Executive Engineer
- Category (3) : Assistant Executive Engineer
- Category (4) : Stapathi (Executive Engineer Cadre)
- Category (5) : Deputy Stapathi (Deputy Executive Engineer Cadre)
- Category (6) : Agama Sastry Pandit
- Category (7) : Special Officer

**3. Appointing Authority and the method of appointment:**

In Class-I for the categories 1, 2 and 3, the Government shall be the appointing authority and for categories 4 and 5, the Commissioner of Endowments is the appointing authority. In Class-II, for Category 1, the Government is the appointing authority and for categories 2 to 7 the

Commissioner is the appointment authority. The method of appointment for the said posts shall be as follows:-

Sl. No.	CLASS	CATEGORY	METHOD OF APPOINTMENT
(1)	(2)	(3)	(4)
	<u>Class-I</u>		
(1)	Category (1)	Commissioner	<p>(i) By appointment of a person who is holding or has held a post of District Collector or a post not below the rank of District Collector in any other Service in the State or</p> <p>(ii) By appointment of a person who is holding or has held a post in the Andhra Pradesh Higher Judicial Service; or</p> <p>(iii) By appointment of a person who has atleast 10 years of practice as an advocate in the High Court of Andhra Pradesh Or the Supreme Court of India Or</p> <p>(iv) By promotion from the category of Addl Commissioner (Category-II of Class-I)</p>
	Category (2)	Additional Commissioner	By promotion from the category Of Regional Joint Commissioner Including Joint Commissioner (Category-3 of Class-I)
	Category (3)	Regional Joint Commissioner Including Joint Commissioner	By promotion from the category of Deputy Commissioner (Category 4 of Class-I) or by transfer of an IAS Officer/ Special Grade Deputy Collector On deputation.
	Category (4)	Deputy Commissioner	<p>(i) By direct recruitment of a person, who has atleast 5 years of practice as an advocate in The High Court of Andhra Pradesh or in the Supreme Court Of India.</p> <p>(ii) By promotion from the category of Assistant Commissioner (Category 5 of Class-I)</p> <p>(iii) By deputation of a Deputy Collector.</p>

(1)

(2)

(3)

(4)

Category: (5) Asst. Commissioner.

(i) By direct recruitment of a Person who has not less than 3 (three) years of practice as an advocate in the High Court of Andhra Pradesh; or

(ii) By promotion from the category of Superintendent in Endowments Department; or

(iii) By promotion of Executive Officer Grade-I; or

(iv) By transfer of a person, who has been holding an equivalent post of Asst. Commissioner in any of the Charitable or Hindu Religious Institutions and Endowments Published under clause (a) of Section 6 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act 1987 including a person in the service of the Tirumala Tirupathi Devasthanams.

**Note- (1)** In the case of appointment to the posts of Deputy Commissioners and Assistant Commissioners, the number of posts to be filled by direct recruitment shall not fall short of 30% of cadre strength of each category.

**Note- (II)** The posts of Assistant Commissioners shall be filled from the three cadre or categories viz., Superintendents of Endowments, Executive Officers Grade-I and employees of Charitable or religious Institutions or Endowments published under Clause (a) of Section 6 of the Act including a person in the service of Tirumala Tirupathi Devasthanams, who has been holding an equivalent post of Assistant Commissioner in the ratio of 3:3:1 in the following rotation:

(i) First Vacancy : Superintendentt, Office of the Commissioner of Endowments, Hyderabad

(ii) Second Vacancy : Executive Officer Grade - I

(iii) Third Vacancy : Superintendent of Endowments Dept. other than the office of the Commissioner of Endowments Department, Hyderabad.

(iv) Fourth Vacancy : Executive Officer Grade-I

(1)

(2)

(3)

(4)

(v) Fifth Vacancy : A person who has been holding an equivalent post of Assistant Commissioner in any of the Charitable and Hindu Religious Institutions and Endowments published Under Clause (a) of section 6 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987 including a person from the Service of the Tirumala Tirupathi Devasthanams.

(vi) Sixth Vacancy : Superintendent of Endowments Dept. other the office of the Commissioner of Endowments Dept.

(vii) Seventh Vacancy: Executive Officer Grade-I

Note- (3) If no qualified candidate is available for appointment from a Particular category, the vacancy shall be filled by a qualified Candidate by rotation in the same cycle.

Class-II

Category - I Executive Engineer

(i) By promotion from the category Of Deputy Executive Engineer Category (2) of Class II) (or)  
(ii) If no suitable Deputy Executive Engineer is available for promotion, appointment shall be made by transfer of the Executive Engineer of R&B Dept. on tenure basis.

Category (2) Deputy Executive Engineer

(i) By promotion from the category of Asst Executive Engineer (Category 3) Of Class II); or  
(ii) By appointment by transfer of Assistant Engineer of the Department, possessing Diploma Qualifications such as L.C.E. L.M.E., L.A.A. and who have put in service of not less than 10 years in cadre of Assistant Engineer in the Department.

(iii) If no suitable Assistant Executive Engineer/ Assistant Engineer is available for Promotion/ Transfer, Appointment shall be made by transfer of Deputy Executive Engineer of Roads and Building Department on tenure Basis.

(1)	(2)	(3)	(4)
Category (3)	Assistant Executive Engineer		(I) By direct recruitment, or  (II) By appointment by transfer of Assistant Engineer on acquiring a degree in Engineering;
Category (4)	Stapathi (Executive Engineer Cadre)		By promotion, or on contract basis; or
Category (5)	Deputy Stapathi (Deputy Executive Engineer Cadre)		(I) By appointment by transfer of Assistant Stapathi; or  (II) If no suitable Assistant Stapathi is available for appointment by transfer, such appointment shall be made by direct recruitment or on contract basis.
Note:	No Assistant Stapathi is available in rule 2 may verify the same and accordingly modify the rule 3 (Class-II, Category-5) and rule 7 (Class-II, Category 3).		
Category (6)	Agama Sastra Pandit		By Direct recruitment.
Category (7)	Special Officer		(i) By promotion of Superintendents, working in the Office of the Commissioner of Endowments or  (ii) The post of Assistant Commissioner and Special Officer are inter transferable. Subject to inclusion of a person on holding the post of Special Officer in the panel for promotion as Assistant Commissioner in any of the three Zones.

#### 4. Preference in Appointment:

In the matter of direct recruitment to posts for which women and men are equally suited, there shall be reservation to women to an extent of 33 1/3% of the posts in each category of other castes; Backward Class (Group-A); Backward Class (Group-B); Backward Class (Group-C); Backward Class (Group-D); Scheduled Caste; Scheduled Tribes; Physically Handicapped and Ex-servicemen quota.

In the matter of Direct recruitment to posts which are reserved exclusively for Women, they shall be filled by Women only.

**5. Qualifications:**

No person shall be eligible for appointment to the categories specified in column (1) and (2) of the Annexure to these rules by the method specified in column (3), unless he possesses the qualifications prescribed in the corresponding entry in column (4) thereof.

**6. Age:**

No person shall be eligible for appointment to the categories mentioned below, unless, he is within the age limit as indicated against each of the categories on the 1<sup>st</sup> July of the year in which the notification for selection for appointment by direct recruitment is made:-

Class (1)	Minimum (2)	Maximum (3)
<b>Class - I</b>		
(I) Commissioner	45 Years	--
(II) Deputy Commissioner	28 Years	40 Years
(III) Assistant Commissioner	28 Years	35 Years
<b>Class - II</b>		
(I) Stapathi	28 Years	50 Years
(II) Deputy Stapathi	28 Years	50 Years
(III) Agama Sastra Pandit	28 Years	45 Years

**7. Minimum Service:-**

No person shall be eligible for appointment by transfer or promotion unless he has put in the minimum service indicated against each category as mentioned below:

Class and Category (1)	By transfer or promotion (2)	Minimum service in the feeder category (3)
<b>Class - I</b>		
<b>Category</b>		
(1) Commissioner	By promotion of Additional Commissioner	3 years
(2) Additional Commissioner	By promotion of Regional Joint Commissioner including Joint Commissioner	3 years
(3) Regional Joint Commissioner including Joint Commissioner	By promotion of Deputy Commissioner	3 years
(4) Deputy Commissioner	By promotion of Assistant Commissioner	3 years
(5) Assistant Commissioner	By promotion of Superintendent in the Endowments Department or the Executive Officer Grade-I	3 years

(1)	(2)	(3)
<b>Class - II Category</b>		
(1) Executive Engineer	By promotion from the post of Deputy Executive Engineer.	(1) 3 years in case of Engineering Graduate.
(2) Stapathi	By promotion from the post of Deputy Stapathi	Minimum 3 years of service as Deputy Stapathi
(3) Deputy Executive Engineer	By promotion from the post of Assistant Executive Engineer.	3 years in case of Assistant Executive Engineer.
(4) Deputy Stapathi	By promotion from the post of Assistant Stapathi	3 years

**8. Probation:-**

(a) Every person appointed by direct recruitment to any of the category of post shall from the date on which he commences his probation be on probation for a total period of two years on duty within a continuous period of three years.

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

**9. Training:-**

(a) Every person appointed by direct recruitment to the post of Commissioner, Deputy Commissioner or Assistant Commissioner or Assistant Executive Engineer shall undergo, immediately after appointment, a course of training for such period and as per such programme and syllabus as may be prescribed by the Government from time to time.

(b) Every person appointed by direct recruitment shall, before the commencement of training, execute an agreement bond to the effect that he shall serve the department for a period of three years after the completion of training referred to in sub-rule (a).

(c) He will be liable to refund to the Government 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 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 for any other reason; or

(iii) If he secures any other employment elsewhere than under the State Government.

(d) The period of training shall count for purposes of probation, increments, leave and pension.

(e) A direct recruit shall be eligible, during the period of training, for the initial pay attached to the post with usual allowances admissible under the rules in force at the place of training.

10. Tests:

(a) Every person appointed by direct recruitment to the categories (4) and (5) in Class I and category (6) in Class II shall pass the following tests within the period of probation.

(i) Accounts Test for Executive Officers.

(ii) The Endowments Departmental Test Papers I and II.

(b) Every person appointed by direct recruitment to the categories (3) and (4) in Class II shall pass the following tests within a period of probation.

(i) Accounts Test for Executive Officers;

(ii) The Endowments Departmental Test Papers I and II;

(iii) Accounts Test for Public Works Department Officers and Sub-ordinates.

11. Transfers and postings:

In the case of categories 1 to 3 of posts under class I and in case of posts of the Executive Engineers and Stapati under Class-II, the Government shall be the competent authority to issue orders of transfers and postings. The Commissioner, Endowments Department shall be the competent authority to issue orders of transfer and posting of Deputy Stapati, Deputy Executive Engineer and Assistant Executive Engineer.

12. Unit of Appointment:

For the 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 column (4) of the Table below:-

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## TABLE

Class	Category	Post	Unit of appointment.
(1)	(2)	(3)	(4)

Unit-I:

Class-I Category-5 Assistant Commissioner Districts of Srikakulam, Visakhapatnam, Vizianagaram, East Godavari, West Godavari and Krishna.

Unit-II:

Districts of Guntur, Prakasam, Nellore, Anantapur, Kurnool, Cuddapah and Chittoor.

Unit-III:

Districts of Karimnagar, Khammam, Adilabad, Warangal, Hyderabad, Mahaboobnagar, Nalgonda, Medak, Nizamabad and Ranga Reddy.

Provided that the posts of Assistant Commissioner in the Office of the Commissioner of Endowments shall be filled on tenure basis by transfer of the Assistant Commissioner from the three units specified in column (4) of the above Table, as far as practicable, be in proportion to the basic strength of each such cadre, for a period of not more than three years at a time.

13. Special provision:

Every person appointed to the post mentioned in Rule-2 shall profess Hindu Religion provided that a person shall cease to hold the said post when he ceases to profess Hindu Religion.

14. Saving:

Nothing in these rules shall adversely effect any person who is working in any of these posts before the commencement of these rules.

ANNEXURE  
(See rule 5)

Class	Category	Post	Qualifications
(1)	(2)	(3)	(4)
(4)	Class-I Deputy Commissioner	By promotion or by transfer.	A degree in Law from any recognized university. If he does not possess the Law qualification, must have passed a test in the Indian Evidence Act, 1972 (Act I of 1972) and Civil Judicial Test Part-II conducted by the Andhra Pradesh Public Service Commission.

(1)	(2)	(3)	(4)
(5)	Assistant Commissioner	By promotion or by transfer.	Must have passed Accounts Test for Executive Officers or Accounts Test for Sub-ordinate Officers Part-I & II and the Andhra Pradesh Endowments Department Test Papers-I & II.
(1)	Class-II Executive Engineer.	By promotion or by transfer.	Must possess a Bachelor's degree in Engineering (Civil or Mechanical) from any University in India established or incorporated by or under a Central Act or Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
(2)	Deputy Executive Engineer.	By promotion or by transfer.	Must possess a Bachelor's degree in Engineering (Civil or Mechanical) from any University in India established or incorporated by or under a Central Act or Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
(3)	Assistant Executive Engineer.	By direct recruitment.	Must possess a Bachelor's degree in Engineering (Civil or Mechanical) from any University in India established or incorporated by or under a Central Act or Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.
(4)	Stapathi	(i) By Promotion from Dy. Stapathi or on contract basis if no eligible candidate is available for promotion from Deputy Stapathi Cadre. (ii) By direct recruitment	Must have passed 10 <sup>th</sup> Examination or its equivalent Examination and must be able to read and write Telugu, Sanskrit, English and Grandhakshara lipi. (i) Must have adequate knowledge of silpa Sastras (Kasyapam, Mayamatham, Viswakarmyam, Manasaram, Manusaram, India Matham) and knowledge in Agamatrayam (Saivagamam, Vaikanasam, Pancharatram) so far as they relate to construction of temples. (ii) Must have qualified in the sculptural training center either in Tirupathi or any other reputed institutions recognized by the Govt. of Andhra Pradesh. (iii) Must have experience in construction of temples for atleast 15 years including major temples, stone work construction or atleast two temple complex

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Explanation:-

Temple complex includes Garbhalayam, Ardhamandapam, Anivetti mandapam, Vimanam, Mukhamandapam, Mahamandapam, Dwajam, Valipeetam, Gardudalayam, garbhalayam or nandi mandapam etc., gopuram Kalyanmandapam, Prakaram),

(iv) Must have capacity to prepare sketches of Moolavigraham, Utsava murthies, Aabharanams, carving of granit vigrahams on stone for installation as Moolavirats for both Saiva and Vaishnava temples and supervise sudda works and must be capable of preparing plans, elevations, sections etc., of all types structure relating to temples based on principles laid down in Silpasastras, should also have knowledge of Grama Nirmanam and Nagara Nirmanam.

(v) Must have passed 10th class examination or its equivalent examination and must be able to read and write Telugu, Sanskrit, English and Grandhakshra lipi.

(5) Deputy Stapati.

(i) By Direct recruitment or contract basis.

(i) Must have adequate knowledge in kasyapa Silpa-sastram, Viswakarmyam, and Mayamatham.

(ii) Must have knowledge of Agama Trayam Saiva, Vaikhanasa, Pancharatra, Agamas as far as they relate to temple construction and covering of Moorthies.

(iii) Must have capacity to prepare plans, elevations, sections, moorthies, mandapams, gopurams, Vimanams, Prakarams etc. and knowledge about Grama and nagara Nirmanam.

(iv) Must be able to prepare Vigrahams independently.

(v) Must have constructed atleast one temple in stone and three temples in brick work.

(vi) Must have knowledge in making of Vahanams, Radhams, Utsava Moorthies, Aabharanams, Sudda Work, painting and also have capacity to supervise these works.

(vii) Must have atleast 10 years experience in construction of temples.

(viii) Must be qualified in the sculpture training center either in Tirupathi or Tamilnadu or any other institution recognized by the Government of Andhra Pradesh.

(1)	(2)	(3)	(4)
(5)	Deputy Stapathi	(ii) By promotion from Assistant Stapathi.	(i) Must be qualified in the sculpture Training Centre either in Tirupathi or any other institution recognized by Government of Andhra Pradesh.  (ii) Must have passed 10 <sup>th</sup> class examination or its equivalent examination and must be able to read and write Telugu, Sanskrit, English and Grandhakshara lipi.
(6)	Agama Sastra Pandit.	By direct recruitment	(i) Vidya Pravina, Siromani or Bachelor of Oriental Language in Sanskrit of a recognized University. (ii) Must have passed in the Archaka Pravara Examination in one of the four Agama Sastras namely Vaidika, Saviva, Pancharatra or Vaikhanasa conducted by the Commissioner of Endowments Department and general proficiency in the other Agama Sastras; (iii) Knowledge of Silpa Sastra with regard to construction of temples, and making of idols or Vighrams for installation and worship; (iv) Experience in the conduct of rituals in the temples from Karahanadi Prathishtha thetham. (v) A Certificate from the Peethadhipathis of Sringeri Sarada Peetam or Kanchi Kamakoti Peetam or such other reputed peetams or institutions which are known for their knowledge in Agama Sastra, Vedas and Astrology etc.
(7)	Special Officer.	By promotion or by transfer.	Must have passed Accounts Test for Executive Officers or Accounts Test for Sub-ordinate Officers, Part-I and II and Endowment Departmental Test Papers-I and II.

**C. ARJUNA RAO,**  
*Special Chief Secretary to Government.*