

**LAST GRADE SERVICE RULES**

The Government examined the recommendations made by the One Man Commission in its Report No. 224 in detail in consultation with the Administrative Departments concerned and the rules relating to Andhra Pradesh Last Grade Service and issued the following Special Rules in G.O.Ms. No. 565 G.A. (Ser-B) Dept. dt. 24-10-1992 in supersession of the existing rules issued in the G.O. Ms. No. 580 G.A. (Rules) Dept. dt. 12-5-1961.

**SPECIAL RULES****1. Short Title :**

These rules shall be called the Andhra Pradesh Last Grade Service Rules, 1992.

**2. Constitution :**

The service shall consist of the following categories of posts; namely:-

**Category (1) :**

(a) Jamedar, (b) Jamedar Sweeper/Jamedar Scavenger, (c) Head Mali/Head Malan, (d) Daroga/Head Chowkidar/Head Watchman.

**Category (2) :**

(a) Attenders

Attender Warder/Peon-Warder in the Prisons Department.

Attender for Oil Extraction in Indian Medicine and Homoeopathy. Attendant.

Asst. Record Keeper in Medical Education/Health and Family Welfare Department.

Battery Transport Attenders in Information and Public Relations and Tourism Departments.

Daffedars, Dalayats

Daffedars, Jamedars and other Govt. servants in the scale of pay of Attenders in the Judicial Department (see note-2 below).

Daftari in the scale of pay of Attender.

Doctor Boy

Herb collector in the Indian Medicine and Homoeopathy Department.

Junior Attendant.

Kamagars (Knitting) Medical Education Dept./Knitting men.

Maistries.

Museum Attender (formerly designated as Museum Curator) in the Indian Medicine and Homoeopathy Department.

Museum Attendant in Medical Education Dept., Office Boy, Ophthalmic Assistant,

Process Servers/Process Amins.

Sub-Jail Warders in the scale of pay of Attenders.

Store Attendant in the General Admn. Dept., Telephone Attendant, Depot Helper,

Lab Attender.

Daftadar in the Indian Medicine and Homoeopathy Department.

Jawans not included in any other Spl. Rules.

Switch Board Operator in the Tourism Dept.

Stage Technician in Information and Public Relations Department.

Telephone Messenger.

(b) Attenders in the office of the Non-ISF Record, Hyderabad.

**Category (3) :**

Watchman, Attender-cum-Watchman, Chowkidars, Gate Keeper, Gate Peon, Gate Porter, Gate man, Gurkha Watchman, Hawaldar, Mali-cum-Watchman, Monument Attendant, Night Watchman/Day Watchman, Night Guard, Office Watcher, Treasury Guard, Tappal Watcher.

Watchman-cum-Pump Driver in Tourism Dept.

**Category (4) :**

Auto-Rickshaw Driver in the scale of pay of Attender.

**Category (5) :**

Cycle Orderly in the scale of pay of Attender

**Category (6) :**

Ambulance Cleaner, Attender-cum-Cleaner, Lorry Cleaner, Motor Cleaner, Truck Cleaner; and Van Cleaner.

**Category (7) :**

Helper.

Chainman in the Settlement, Survey & Land Records and Agriculture Dept., & Town Planning Department. Female Attendants in the Prison

Department. Followers in the Police Department. Lascars including Tent Lascars, Masalchi, Packer, Store Mazdoor in the Dept. of Industries, Tent Tindals, Ward Boy in the Prisons Dept., Games Boy, Mates in the Tourism Department, Nurses, Class Room Attendant, Plant Helper, Stewards, Workshop Boy in Medical Education Dept., Gas Plant Attendant in Medical Education Department.

**Category (8) :**

Sweeper including Sweeper-cum Scavenger and Head Sweeper, Scavenger including Scavenger-cum-Sweeper, Scavenger-cum-Thoti, Sweeper - cum -Gardener in the Tourism Dept., Thotis, Bhoi, Cleaner Attendant, Wash Tub Attendant, Washer Attendant, Cart Driver in Women Development, Child Welfare and Labour Dept., Drainage Cleaner, Drainage Coolie, Dusting Women, Dispensary Servants, Gangman, Head Sweeper, Kamatees/Kamatons, Masalchies, Mortuary Attendant in the Medical Education and Health and Family Welfare Department, Post-Mortem Attendant/ Post Mortem Boy in the Medical Education/Health and Family Welfare Dept., Post-Mortem Attendant and Animal Attendant in the Animal Husbandry Department, Watchman-cum-Scavenger/Watchman-cum-Sweeper.

**Category (9) :**

Cooks, Butlers, Asst. Butlers, Bearer-cum-Cook, Bearer, Cookmate, Kitchen Boy/Kitchen Attendant, Lachi/Lachan in the Medical Education and Health & Family Welfare Department. Maiten/Maitee Boy, Nurses Quarter Table Attendant, Room Boy, Suppliers in the Technical Education Dept., Servant Girls, Table Boy/ Table Women/ Table Servant.

**Category (10) :**

Head Farash, Farash, Dog Boy in the Police Dept., Lab Picker of Civil Supplies Dept., Hamalies, Mutchies, Animal Attendant, Animal Care-taker and Animal Keeper, Ayas, Chenchu Headmen in Nallamalai Forest Area comprising Kurnool, Nandyal, Atmakur in Kurnool Dist. and Giddalur Division in Prakasam District, Conductress, Dog Attender, Cattle Attendant, Fireman, Fisherman; Farm Hand in Women Development, Child Welfare and Labour Dept., Floor Mill Operator including Grinding Women in Medical Education Dept., Gas House Cleaner, Handler, Khalasi, Women Servant, Waterman/Water Women/Water Boy. Worker including Mazdoor in the scale of pay of Attender, Cobbler, Washerman in Excise Dept., Linon Room Attendant, Milk Vendor, Shepherd, Bullman and Flockman Grade - II in the Animal Husbandry Dept., Craft Attendant.

**Category (11) :**

Gardener, Alan Mali, Mali, Malan of Herbal Gardens in Indian Medicine & Homoeopathy Dept.

**Category (12) :**

Other posts by whatever designations known, in the scale of pay of Attenders and with qualifications for direct recruitment prescribed as to pass in VII Class or below and not included in any other Special Rules

Note: 1. For purpose of appointment, promotion, probation, seniority, discharge for want of vacancies and re-appointment, postings and transfers and appointment as full members or for confirmation, every post or group of posts in any category bearing a distinct designation, shall be deemed to constitute a separate category.

Note: 2. The posts with any of the designations mentioned in these rules but included in any other Special Rules shall be governed by the relevant Special Rules in which such other posts are included.

Note: 3. Appointment to the posts of Process Servers I Grade in the Judicial Department shall be made only by promotion from Process Servers II Grade, in the Department.

**3. (a) Applicability of General Rules:**

The Andhra Pradesh State & Subordinate Services Rules shall apply to the service except to the extent different provisions are made in these rules.

**(b) Scope of the Rules:**

These rules shall not apply to the posts borne on the Contingent Establishment.

**4. Method of Appointment:**

Subject to the other provisions in these rules, the method of appointment to the several categories shall be made as follows:-

Category	Method of Appointment
1. (a) Jamedar	... By Promotion from Category 2(a) or 2(b). as the case may be.
(b) Jamedar Sweeper/ Jamedar Scavenger	... By promotion from Category - 8
(c) Head Mali/Head Malan	... By Promotion from Category - 11
(d) Daroga/Head Chowkidar/ Head Watchman	... By Promotion from Category - 3

2. (a) Attender and other posts listed in Category - 2(a) ... (i) By Direct recruitment or  
(ii) If any person in category 2 (b) or Categories 3 to 12 possesses the qualifications prescribed for direct recruitment for appointment to the posts in Category 2(a) and are willing for transfer, by transfer of such personnel.
- (b) Attender in the O/o. the Non -ISF Records, Hyderabad. ... (i) By direct recruitment or  
(ii) If any person in Cat. 2 (a) or Categories 3 to 12 possesses the qualifications prescribed for direct recruitment for appointment to the post in Category 2 (b) and are willing for transfer, by transfer of such personnel.
3. 3 to 12(3)/(4)/(5)/(6)/(7)/(8)/(9)/(10)/(11)/(12) .... By direct recruitment.

**Note:— 1:** All Promotions and transfers indicated in the above table shall be made within each unit of appointment.

Provided that notwithstanding anything contained in these rules preference shall be given to the ex-National Cadet Corps and Auxilliary Cadet Corps Personnel in making appointments to the posts of Lascars and Attenders in the National Cadet Corps Offices.

**Note:— 2:** Appointment to the posts of Attenders the qualified Village Servants shall be given preference for such appointment by transfer in the Dist. Revenue Establishment (G.O.Ms.No. 566, General Admn. (Ser.B) Dept. dt. 9-10-90).

#### 5. Qualifications:

(a) No person shall be eligible for appointment to the category specified in Column (1) of the Annexure-I by the method specified in the corresponding entry in Column (2) unless he possesses the qualifications specified in the corresponding entry in Column (3) thereof.

(b) No person shall be eligible for appointment to any Category in this service, unless he is able to read and write the language or one of the languages of the District specified in Annexure-II in which appointment is to be made.

#### 6. Appointing Authority:

In the case of all the posts, the appointing authority shall be the Head of the Office or Institution or the Gazetted Officer of a Department

exercising jurisdiction over a Dist., as the case may be, and where the Head of the Office or Institution has a Gazetted Officer dealing with establishment matters, such Officer.

Provided that in the case of Watchman, Gardener, Scavenger, Cleaner, Sweeper, Maitee, Mali and Malan in the District State Guest Houses at Vijayawada, Kurnool and Governor's Summer Residence-cum-Circuit House at Waltair, the appointing authority shall be the District Collector concerned.

Provided also that the District and Sessions Judge concerned, Chief Judge, City Civil Court, Hyderabad and the Chief City Magistrate, Hyderabad, as the case may be, shall be the Appointing Authority in respect of all the appointments to the posts in the Last Grade Service in all the respective Courts under their respective control.

#### 7. Reservation of Appointments:

(a) In selecting candidates for direct recruitment to the posts included in the service, the following principles shall be adopted:-

i) Posts of Sevikas, Ayas, Malans and Kamatons and other posts for which women alone are considered suitable, may be filled by women only;

ii) In the matter of direct recruitment for appointment to the post of Sweeper for which women are better suited, they may be preferred.

(b) In the matter of appointment to the posts of Chowkidars, Attenders required to ride Bicycle or Drive Motor Cycle, Process Servers, Dalayats and Sub-Jail Warders, only men shall be appointed.

(c) In the case of appointments to the posts in the Secretariat and Offices of Heads of Departments to which the principle of reservation of appointment applies, out of the fifty four vacancies meant for open competition one vacancy shall be reserved for direct recruitment of "Meritorious Sportsmen".

(d) The appointment to the service in the Endowments Department shall be made only from among persons professing the Hindu Religion.

#### 8. Age:

Candidates for appointment by direct recruitment to any of the categories in the service, must not have completed 28 years of age and must have completed 18 years of age on the first day of July of the year in which the notification for selection is made.

"Provided that in the case of candidates released from bonded labour the maximum age limit shall be forty years"

Provided further that in the case of direct recruitment to the categories of Watchman etc., in Category (3), in the case of Ex-Servicemen, the

maximum age limit shall be as provided in the A.P. State and Subordinate Services Rules (General Rules).

Provided also that the age limits aforesaid shall not apply in the case of appointment of any person transferred from a local body or municipal institution in consequence of the transfer of such local body/institution to the control of the State Government.

#### 9. Minimum Service:

No person shall be eligible for appointment by transfer or promotion unless he has put in not less than three years of service in the category from which appointment by transfer or by promotion is made.

#### 10. Probation:

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

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

(c) A person transferred from one post to another within a category or to a post included in another category in the service, shall not be required to be on probation again in that latter category.

#### 11. Training:

Every member of the service, shall, whenever required by the appointing authority undergo training as Home Guard for a period of two years. The said training shall be restricted to places where the training facilities exist. Women who have attained the age of 35 years are exempted from training in Home Guards.

#### 12. Service in a Category in Different Departments or Offices to count for Probation and Seniority:

(a) Service rendered in a post included in any one of the categories in a Department or Office shall count for probation and seniority in regard to the same or another post in the same category whether in the same or another Department or Office.

(b) The seniority of any member of the service who was re-employed after having been retrenched (by the erstwhile Government of Hyderabad or by the Government of Andhra Pradesh) owing to reduction of staff as a measure of economy shall ordinarily be determined in accordance with the date of his absorption into the service.

Provided that the inter-se-seniority of a member absorbed, into the same category of this service shall be determined:-

*man sharma*  
*Supdt 30-6-2012*

i) In any case in which absorption of such member was made in consultation with any selecting authority, in accordance with the order of merit or order of preference indicated by the said selecting authority:

ii) In any other case, in accordance with the total length of service in the same, equivalent or higher service, class or category or grade put in by such members prior to retrenchment.

#### 13. Unit of Recruitment, Appointment, Discharge and Re-appointment etc:-

For purpose of recruitment, appointment, discharge for want of vacancy, seniority, promotion, transfer and appointment as full member, the unit of appointment for the categories covered by these rules shall be each of the Offices of the Heads of the Departments or Directorate; or an Office or group of offices or a District or a part of a District; or an Institution or Office or a group of Institutions or Offices within the District, in each Department, as may be specified by an order issued by the Head of the Department with the approval of the Government.

**Explanation:** For the purpose of this rule, all the Courts under the control of each of the District and Sessions Judge and the Chief Judge, City Civil Court and the Chief City Magistrate, as the case may be, shall be a separate unit.

#### 14. Postings and Transfers:

(a) No member of the service shall be required to serve outside the unit of appointment in which he is appointed.

(b) The appointing authority may transfer a person from one post to another, within a category, irrespective of the functions attached to such posts for reasons to be recorded in writing.

(c) All transfers and postings shall be made by the appointing authority.

Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively subordinate.

(d) All transfers and postings from the jurisdiction of one appointing authority to that of another shall be made by the authority to which such appointing authorities are administratively subordinate, subject to the provisions contained in para 5(2) of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975.

Provided that transfers and postings from a local cadre to any Special Office or Establishment or State Level Office/Offices/Institutions notified under the A.P. Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 or to the Directorate or the

Office of the Head of the Department or to Secretariat and *vice versa* shall be made by the concerned Head of the Department after obtaining the prior approval of the Government.

Provided further that in respect of Regional Offices exercising territorial jurisdiction over more than one District or more than one zone and where such Offices constitute separate units of appointment in respect of certain categories, these categories of posts in such Offices can be filled by transfer persons holding equivalent categories of posts in the local cadres located within the area over which that office has territorial jurisdiction or *vice versa*.

(e) All transfers and postings from the unit of one appointing authority to that of another shall be made by the former appointing authority with the consent of the latter subject to the provisions of Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975.

#### 15. Jamedars for Attendance on Ministers:

(a) Ministers may select such persons, as are in their opinion, suitable, for appointment as their Jamedars, from among the Jamedar Sweepers, Jamedar Scavengers, Daffedars and Attenders and other equivalent categories of the General Administration Department or other Department or Office and person so selected shall not, by reason only of his appointment under a Minister, be regarded as regularly appointed, nor shall such appointment confer on him any preferential claim for continuance in the category to which he is appointed, in the General Administration Department or such other Department or Office as the case may be. The number of persons so appointed shall not exceed, under each Minister, such number as may be specified by Government from time to time.

Provided that whenever the service of such person is not required by a Minister, such person may be reverted to the General Administration Department or such other respective Department or Office, as the case may be without any reasons being assigned for such reversion.

#### (b) Attenders & Sweepers for Attendance on Ministers:

Ministers may select such persons as are in their opinion, suitable for appointment as their Attenders and Sweepers but a person so selected shall not, by reason only of his appointment under a Minister, be regarded as appointed to the service, nor shall such appointment confer on him any preferential claim for appointment to any service. The number of persons so appointed shall not exceed two Attenders and One Sweeper under each of the Ministers and two Attenders and two Sweepers under the Chief Minister. The services of such persons may be terminated at any time by the Minister concerned or Chief Minister as the case may be without any reasons being assigned for such termination.

Notwithstanding anything contained in these rules regarding qualifi-

cations, special representation and medium of Employment Exchange, the Attenders and Sweepers who have been appointed under Sub-rule (b) of Rule 15 and have put in a minimum period of four years of continuous service in the Peshies of Ministers/Chairman of Planning and Development Committees shall be eligible for absorption as Attenders and Sweepers for regular appointment as such whenever vacancies arise in the Departments of Secretariat/Offices of Heads of Departments.

#### (c) Staff of the Government Whip :

The Government Whip may select such persons as are, in his opinion, suitable for appointment as his Attenders but a person so selected shall not, by reason only of his appointment under the Govt. Whip, be regarded as appointed to the service, nor shall such appointment confer on him any preferential claim for appointment to the service.

The services of such persons may be terminated at any time by the Government Whip concerned without any reasons being assigned for such termination.

#### 16. Service counting for leave and pension in respect of persons transferred from a Local Body or Municipal Institution :

(a) Any person transferred from a Local Body or Municipal Institution in consequence of the transfer of such Institution to the control of the State Govt. shall not be entitled to count his previous service under any local body or Institution for pension, unless :-

i) Such service was rendered in a pensionable post or posts and pensionary contributions were being paid on his behalf by such Local Body/Institution; or

ii) Such person was subscribing to a provident fund maintained by such Local Body/Institution; &

iii) Such Local Body/Institution agrees to contribute its share of the pensionary benefits calculated according to the rule of proportion; &

iv) Such person agrees to forego the bonus earned by him in respect of his service under the Local Body/Institution.

(b) Any person transferred from a Local Body or Municipal Institution in consequence of the transfer of such Local Body/Institution to the control of the State Govt. shall not be entitled to have his leave account credited with the amount of the leave, if any, earned by him prior to such appointment, unless the Local Body/Institution under whom he was employed agree to bear the entire leave salary for the period of the leave so earned, calculated on the average pay of such member at the time of his proceeding on leave.

#### 17. Special Provisions :

Direct recruitment means recruitment of suitable candidates through the Employment Exchanges. If probationers or approved probationers are ousted from service for want of vacancy or retrenched, the appointing

authority shall issue a certificate to that effect indicating the full particulars regarding the service, work and conduct and reasons for discharge of the person, such probationer or approved probationer will be allotted for appointment in the unit in the vacancy that may be notified to the Employment Exchange.

Where two or more such persons are available, the senior most in terms of length of service shall be allotted by the Employment Exchange.

**ANNEXURE - I**  
(See Rule-5 (a))

Category	Method of appointment	Qualifications
2(a) Attenders and other posts listed in Cat. 2(a)	By any method specified	i) Must have passed VII Class examination ii) Must be able to ride a Bicycle.
(b) Attenders in the O/o. the Non ISF Records, Hyderabad.	By any method specified	i) Must have passed VII Class examination, with Urdu as a subject. ii) Must be able to ride a Bicycle.
3. Watchman and other posts in Cat. 3.	By any method specified.	i) Must have passed V Class or its equivalent examination. ii) Must be an Ex-service man or must have been trained in Civil Defence or as a Home Guard. iii) Must be able to ride a Bicycle.
4. Auto rickshaw Driver in the scale of pay of Attender.	By any method specified.	i) Must be able to read and write Telugu and Urdu or English or Hindi. ii) Must possess a current valid licence issued by competent authority under the M.V. Act, 1939, to drive an Autorickshaw with experience of one year in driving an Autorickshaw.
5. Cycle Orderly in the scale of Pay of Attender.	By any method specified.	i) Must have passed VII Class examination. ii) Must be able to ride a Bicycle.
6. Ambulance Cleaner and other posts listed in Cat. 6.	By any method specified.	i) Must be able to read and write Telugu or Urdu or English or Hindi. ii) Must possess experience as a Cleaner of Motor Vehicle for one year.

7. Helper and other posts listed in Cat. 7.	By any method specified.	i) Must be able to read and write Telugu or Urdu or English or Hindi.
8. Sweeper, Scavenger and other posts listed in	By any method specified.	i) Must be able to read and write Telugu or Urdu or English or Hindi.
9. Cooks and other posts listed in Cat. 9.	By any method specified.	i) Must be able to read and write Telugu or Urdu or English or Hindi. ii) Must have experience for one year in the relevant vocation.
10. Farash and other posts listed in Cat. 10.	—do—	—do—
11. Mali, Malan and other posts listed in Cat. 11.	—do—	—do—
12. Other posts by whatever designations known in the scale of pay of Attender and with qualification for direct recruitment prescribed as a pass in VII Class or below and not included in any other Special Rules.	By any method specified.	Depending on the functions and responsibilities of the post. (a) Must have passed VII Class examination & ii) Must be able to ride a Bicycle. or (b) Must be able to read and write Telugu or Urdu or English or Hindi. & ii) Must have experience for one year in the relevant vocations as may be required for the post.

**ANNEXURE - II**

[Referred to in Rule 5 (b)]

District	Language	District	Language
Anantapur	... Telugu	Vizianagaram	... Telugu
Chittoor	... Telugu & Tamil	Hyderabad	... Telugu & Urdu
Cuddapah	... Telugu & Urdu	Medak	... Telugu & Urdu
East Godavari	... Telugu	Nizamabad	... Telugu & Urdu
West Godavari	... Telugu	Warangal	... Telugu & Urdu
Guntur	... Telugu & Urdu	Mahaboobnagar	... Telugu & Urdu
Kurnool	... Telugu & Urdu	Karimnagar	... Telugu & Urdu
Krishna	... Telugu	Adilabad	... Telugu, Urdu & Marati
Nellore	... Telugu		
Prakasam	... Telugu	Nalgonda	... Telugu & Urdu
Srikakulam	... Telugu	Ranga Reddy	... Telugu & Urdu
Visakhapatnam	... Telugu		

