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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - Andhra Pradesh Govt. Life Insurance  
(Subordinate) Services - Special Rules - Re-Issued.

FINANCE AND PLANNING (ADMN.II) DEPARTMENT

G.O.Ms.No. 289

Dated : 18-10-1983,

Read the following

G.O.Ms.No. 292, Fin. (Admn.I) Dept., dt., 17-06-1972

ORDER :

The following notification will be published in the Andhra Pradesh  
Gazette :

NOTIFICATION

In exercise of the powers, conferred by the proviso to article 309 of  
the Constitution of India the Governor of Andhra Pradesh hereby  
makes the following special Rules for the Andhra Pradesh Govt. Life  
Insurance Subordinate Service.

RULES

1. SHORT TITLE AND COMMENCEMENT :

- 1) These rules may be called the Special Rules for the Andhra Pradesh Govt. Life Insurance Subordinate Service.
- 2) They shall be deemed to have come into force on the 1st. May, 1976.
- \*3) The rules for the posts of Electrician and Operator-Cum-Mechanic in categories Nos. 4 and 5 shall be deemed to have come into force with effect from 28th August, 1985.

\*(Amended vide G.O.Ms.No.106, Fin. & Plg. (FW.Admn.III)  
Department, dated 17-03-1990.)

## 2. CONSTITUTION :

The service shall consist of the following categories of posts in the  
Andhra Pradesh Govt. Life Insurance Dept.

Category (1) Superintendents

Category (2) Senior Accountants.

Category (3) Junior Accountants

\*\* The following two categories shall be added namely

Category (4) Electrician.

Category (5) Operator-Cum-Mechanic,

(\*\*) Amended vide G.O.Ms.No.106, Fin. & Plg. (FW. Admn.III)  
Department, dated 17-3-1990

## 3. APPOINTMENT

Appointment to the several categories shall be made as follows :

Sl. No.	Category	Method of Appointment	Appointing authority
(1)	(2)	(3)	(4)
01.	Superintendent	i) By Promotion from category (2) or ii) If no suitable or qualified member is available from Caegory-2 by recruitment by transfer from the category of Superintents working in the	Director of Insurance

Office of the Heads of  
Departments under the  
control of Finance & Plg.  
(FW) Department.

- |                                 |  |  |
|---------------------------------|--|--|
| 02. Senior<br>Accountant        | i) By direct recruitment<br>ii) By promotion from category(3)<br>or<br>iii) If no suitable or qualified<br>member is available from Category-3,<br>by recruitment by transfer from the<br>category of Sr. Accts.of Treasuries<br>& Accounts (Sub)Service or. Sr. Auditors<br>of Local Fund Audit (Sub) Service or<br>Auditors of Pay & Accounts Sub Service.<br>iv) By transfer from the category of<br>Typists and Steno-Typists.<br>v) By transfer from the category of<br>Bradma Operators. | Director of<br>Insurance                                     |
| 03. Junior<br>Accountant        | i) By direct recruitment.<br>ii) By transfer form the Category<br>of Typists/Lower Division Stenos<br>and Bradma Operators<br>iii) By transfer from the category of<br>Record Assts./Shroffs/Cashiers<br>and Attenders.  | Deputy<br>Director/<br>Regd. Dy.<br>Director of<br>Insurance |
| 04. * Electrician               | By Direct Recruitment  | -do-   |
| 05. * Operator-<br>Cum Mechanic | By Direct Recruitment  | -do-   |

(\* Amended vide G.O.Ms. No. 106, Fin. & Plg. (FW.Admn. III)  
Department, dated 17-03-1990.

**4. RESERVATION OF APPOINTMENTS :**

- i) The Reservation for Physically handicapped persons (as in General Rule -22) shall be restricted only to the Orthopaedically Handicapped persons.
  - ii) (@) Women shall be appointed by direct recruitment to the posts of Senior Accountant's and Junior Accountants to the extent of 30% of the posts in each category of O.C., B.C., S.C. and S.T. quota in accordance with the provisions of General Rule 22 A(2).
- (@) Amended vide G.O.Ms. No. 183, Fin. & Plg. (FW. Admn.II) Department, dated 27-06-1986 ;
- (£) Provided that the Rule of Reservation for Physically Handicapped persons shall not apply for the posts of Electrician and Operator-Cum-Mechanic in categories Nos. 4 and 5.
- (£) Amended vide G.O.Ms. No. 106, Fin. & Plg. (FW. Admn. III) Department, dated 17-03-1990.

**5. AGE :**

No person shall be eligible for appointment by direct recruitment, if he has completed twenty eight years of age on the first day of July of the year in which the selection is made ;

**6. SPECIAL QUALIFICATIONS :**

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

**7. PROBATION :**

Every person appointed to any post in the service shall from

the date on which he joins duty, be on probation, for a total period of one year on duty within a continuous period of two years, if appointed by transfer or promotion, and for a total period of two years on duty within a continuous period of three years, if appointed by direct recruitment.

## 8. TRAINING :

Any person appointed to the service shall undergo training as prescribed, by the Government from time to time, and the period of such training shall count for probation. Direct recruits are eligible to draw the minimum of the scale of pay with the usual allowances admissible to the post to which they are appointed, during the training period.

## 9. TESTS :

The following tests are prescribed for the members who are appointed either by direct recruitment or by transfer :

Sl. No.	Category	Tests	Conditions
(1)	(2)	(3)	(4)
1.	Superintendent	Accounts Test for Sub-ordinate Officers Part-I and II and Insurance Departmental Test, if not already passed.	To be passed within the period of probation.
2.	Senior Accountant	Accounts Test for Sub-ordinate Officers Part-I and Insurance Departmental Test, If not already passed.	To be passed within the period of Probation.
3.	Junior Accountant	Insurance Departmental Test.	- do-

## 10. APPOINTMENT TO THE SERVICE FROM THE CATEGORY OF TYPISTS, STENO-TYPISTS AND BRADMA OPERATORS.

### i) APPOINTMENT AS JUNIOR ACCOUNTANTS

An approved probationer in the category of Typists, Steno-Typists and Bradmo Operators working in the Andhra Pradesh Government Life Insurance Department shall be eligible for appointment by transfer as Junior Accountant in the respective units of appointment laid down in the Annexure to these rules.

### ii) APPOINTMENT AS SENIOR ACCOUNTANTS :

An approved probationer in the category of Typists and Steno-Typists, Bradmn Operators working in the Andhra pradesh Government, Life Insurance Department shall be eligible for appointment by transfer as senior Accountant in the respective units of appointment, subject to the fulfilment of the conditions laid down in the Annexure to these rules.

## 11. SPECIAL PROVISIONS :

- i) The posts of Superintendents and Senior Accountants shall be treated as selection posts, promotion to which shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- ii) While drawing up lists for promotion as a Senior Accountants or for higher posts in the service, claims of all the persons qualified on the date of drawing up such lists, and not the date of passing of the accounts examinations prescribed for the post or posts for which such lists are drawn up shall be considered.

- iii) In the case of direct recruitment and recruitment by promotion and by transfer to the post of Senior Accountants the first vacancy in each unit of five vacancies shall be filled by direct recruitment and the rest by promotion from the category of Junior Accountant and by transfer from the categories of Typists/Steno typists and Bradma Operators.
- iv) In the case of direct recruitment and recruitment by transfer to the posts of Junior Accountants the first, second and fifth vacancies in every unit of five vacancies shall be filled by direct recruitment and the rest by transfer from the category of Typists and Bradma Operators and the category of Shroffs and Record Assistants, Cashiers and Attenders in that order.

## 12. MINIMUM SERVICE :

- i) No member of the service shall be eligible for promotion to the next higher category of post unless he has put in a regular service of three years in that category.
- ii). In the case of Typists, Steno-Typists and Bradma Operators, they shall put in five years of service to be eligible for promotion to the post of Senior Accountants, and
- iii) Record Assistants and Members of the Andhra Pradesh Last Grade Service shall have put in not less than five years of regular service to be eligible for appointment by recruitment by transfer to the post of Junior Accountant.

## 13. UNIT OF APPOINTMENT :

For 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 the Table below.

Category	Post	Unit of Appointment
(1)	(2)	(3)
1. Superintendent	Unit - I	Directorate of Insurance
	Unit -II	Districts of Visakhapatnam, Srikakulam and Vizianagaram.
	Unit-III	Districts of East Godavari, West Godavari and Krishna
	Unit-IV	Districts of Guntur, Prakasam, and Nellore
	Unit V	Districts of Anantapur, Cuddapah, Kurnool and Chittoor.
	Unit VI	Districts of Warangal, Karimnagar, Khammam and Adilabad.
	Unit-VII	Districts of Hyderabad, Ranga Reddy Nizamabad, Medak, Nalgonda and Mahaboobnagar
2. Senior Accountants	The same units as in the case of category 1 above	
3. Junior Accountants	(1) Directorate of Insurance.	
	(2) Each Revenue District.	

NOTE : The entries "Ranga Reddy" against Unit VII and "Vizianagaram" against Unit II shall be deemed to have come into effect from 15th August, 1978 and 1st July, 1979 respectively.

#### 14. TRANSFERS :

(1) Notwithstanding the constitution of units indicated in rule 13, the Director of Insurance with the prior approval of the Government, may transfer persons holding posts in categories 1 and 2 from unit I to any other unit.

a) for a period not exceeding two years at a time when qualified or suitable persons from the feeder categories are not available in the later unit for promotion to category 1 or 2;



b) Where any of the persons holding posts in Unit I are willing to be transferred to any one of the latter units on the condition that they will take seniority from the date of their appointment in the later units.

(2) In respect of the regional offices having territorial jurisdiction over more than one district or over more than one zone, as defined in the Andhra Pradesh Public Employment (OLC & RDR) order, 1975, and which constitutes a separate unit of appointment in respect of certain categories, such categories may be filled by transfer of persons holding equivalent categories of posts in the other units located in their jurisdiction and over which that regional office has territorial jurisdiction and vice versa.

## 15. REPEAL AND SAVINGS :

The Andhra Pradesh Government Life Insurance Subordinate Service Rules issued in G.O.Ms. No. 292, Finance (Admn.I) Department, dt. 17-6-1972 are hereby repealed.

Provided that nothing in these rules shall effect the regular appointments already made under the repealed rules.

(By order and in the name of the Governor of Andhra Pradesh)

A.K. SHARMA,  
DEPUTY SECRETARY TO GOVERNMENT.

To,  
The Director,  
A.P. Government Life Insurance.  
The Accountant General, A.P., Hyderabad.  
The G.A. (Ser.) Department.  
The Secretary, A.P. Public Service Commission, Hyderabad.  
(with covering letter).  
The Law Department

**ANNEXURE**  
(See rule 6 and rule 10)

Category	Method of appointment	Qualification
(1)	(2)	(3)
1. Superintendent	By promotion	Must have passed : 1. Accounts Test for Subordinate Officers Part-I & Part-II 2. Insurance Department Test.

I. IN THE DIRECTORATE OF INSURANCE

2. Senior Accountants	(1) By Direct recruitment.	Must possess a Degree of a University in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or any other equivalent Qualification.
	(2) By promotion from the category of Junior Accountant.	(i) Must possess a Degree of a University in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or any other equivalent qualification.
	(3) By transfer from the category of Typists/Steno Typists/Bradma Operators	(ii) Must have passed Accounts Test for Subordinate Officers Part-I  (iii) Insurance

Departmental Exam.  
Provided that those appointed to these categories prior to 31-10-1980 shall be eligible for promotion as Upper Division Clerk or for conversion as lower Division Clerk even if they do not possess a Degree of a University but they must have passed the full test (two paper test) held by the Andhra Pradesh Public Service Commission. for recruitment to the post of Lower Division Clerk.

## II. IN THE REGIONAL OFFICES :

(i) By direct

Must possess a degree recruitment of a University in India established or in-corporated by or under a Central Act or a provincial Act or a State Act or any other equivalent qualification.

(ii) By promotion from the category of Junior Accountant

Must possess :  
(i) Minimum General Educational qualification

- |   |       |   |
|---|-------|---|
|   | (ii)  | Must have passed Accounts test for Subordinate Officers Part-I  |
|   | (iii) | Insurance Departmental Examination.                             |
| (iii) By transfer from the category of Typists/Steno Typists/Bradma Operators | (i)   | Minimum General Educational Qualification.                      |
|   | (ii)  | Must have passed Accounts Test for Subordinate Officers Part-I. |
|   | (iii) | Insurance Departmental Examination.                             |

## IN THE DIRECTORATE OF INSURANCE

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|-----------------------|--|--|
| 3. Junior Accountants | (i) By Direct Recruitment  | Must possess a Degree of a University in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or any other equivalent qualification. |
|                       | (ii) By transfer from the category of Typist/Steno Typists/Bradma Operators. | Must possess a Degree of a University in India established or incorporated by or under a Central Act or a Provincial Act or a State Act or any other equivalent qualification. |

(iii) By transfer from the category of Record Assistant and members of the A.P. Last Grade Service. Must have put in not less than five years regular service.

#### IN THE REGIONAL OFFICES

- |   |  |
|---|--|
| i) By direct recruitment  | Minimum General Educational qualification  |
| ii) By transfer from the category of Typists/Steno Typists / Bradma operators                     | Minimum General Educational Qualifications<br><br>Must have put in not less than five years regular service<br>Provided that those appointed to these categories in the offices specified in this sub-rule prior to 31-10-80 shall be eligible for appointment by transfer to the post of lower Division clerk even if they do not possess a degree of a University, but they shall possess the following qualifications |
| iii) By transfer from the category of Record Assistant and members of the A.P. Last Grade Service | i) Minimum General Educational Qualification<br>ii) Pass in full test (two paper test) held by the A.P. Public Service Commission  |

- for recruitment to the post of L.D.C.
- iii) put in not less than five years regular service in such categories.
4. \*Electrician By Direct Recruitment
- i) Must have passed S.S.C., or its equivalent Examinations.
- ii) Must possess Trade Certificate in Electricity issued by the Industrial Training Institute in the State.
5. \*Operator Cum-Mechanic By Direct Recruitment
- i) Must have passed S.S.C., or its equivalent examination
- ii) Must possess Trade Certificate in Mechanic issued by the Industrial Training Institute in the State

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(\*) Added vide G.O.Ms. No.106, Fin. & Plg. (FW.Admn.III) Department, dated 17-03-1990.

The categories shown below are governed by different sub service Rules :

- |                       |   |                               |
|-----------------------|---|-------------------------------|
| 1. Typist             | } | A.P. Ministerial Service Rule |
| 2. Junior Steno       |   |                               |
| 3. Telephone Operator |   |                               |
| 4. Bradma Operator    | } | A.P. Genl. Sub Service Rules  |
| 5. Record Assistant   |   |                               |
| 6. Cashier            | } | A.P. Genl. Sub Service Rules  |
| 7. Drivers            |   |                               |
| 8. Lift Operator      |   |                               |
| 9. Class IV           |   | AP Last Grade Service         |

