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## 16. The Andhra Pradesh Medical and Health (Administration) Service Rules

[G.O.Ms.No. 458, Health, Medical & Family Welfare (C2), Dt. 14-10-1998]

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following special rules:

**1. Short title and commencement** :-These rules may be called the Andhra Pradesh Medical and Health (Administration) Service Rules, 1997.

**2. Constitution** :-The service shall consist of the following categories of posts in the Andhra Pradesh Medical & Health (Administration) Service :-

Category (1): Additional Director of Medical & Health Services (Administration).

Category (2): Joint Director (Administration).

Category (3): Deputy Director (Administration).

Category (4): Assistant Director (Administration) including Lay Secretary & Treasurer, Grade-I.

Category (5): Administrative Officer including Lay Secretary and Treasurer, Grade-II.

**3. Method of Appointment and Appointing Authority** :- (1) Subject to the other provisions in these rules, the method of appointment and appointing authority for the several categories shall be as specified in the Table below:

TABLE

Category (1)	Method of Appointment (2)	Appointing Authority (3)
1. Additional Director (Administration)	By transfer on tenure basis of Deputy Secretary to Government A.P. Secretariat.	Government
2. Joint Director (Administration)	By promotion of Deputy Director (Administration) Category-3.	Government
3. Deputy Director (Administration)	By promotion from the Category of Assistant Director (Administration) (Category-4).	Government
4. Assistant Director (Administration)	By promotion from the category of Administrative Officer. (Category-5).	Government
5. Administrative Officer.	(i) By direct recruitment (ii) By appointment by transfer of Superintendents including Managers and Accountants in the A.P. Ministerial Services in the Medical and Health Department.	Heads of the Department to be specified.

*Note* :-1. The tenure of Officers appointed by transfer from other Departments of the State Government shall not ordinarily exceed three years at a time.

2. (a) 30% of the number of the substantive vacancies in the category of Administrative Officers including Lay Secretary and Treasurer, Grade-II(Category-5) shall be filled by Direct Recruitment.

(b) Appointments to the Category of Administrative Officer including Lay Secretary and Treasurer, Grade-II (Category-5) other than by direct recruitment shall be in the following order :-

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1st Vacancy : By appointment by transfer of Superintendent, Manager and Accountants of the Directorate.

2nd Vacancy : By appointment by transfer of Superintendents, Manager and Accountants of the concerned unit of appointment.

3rd Vacancy : By appointment by transfer of Superintendents, Manager and Accountants of the concerned unit of appointment.

4th Vacancy : By appointment by transfer of Superintendents, Manager and Accountants of the concerned unit of appointment.

(c) For purpose of appointment by transfer of Superintendents, Managers and Accountants, a combined seniority list of these categories shall be prepared :

Provided that not withstanding anything contained in this rule, the seniority of a person appointed as Administrative Officer by any method shall be governed by the provisions of Rule 33 of the Andhra Pradesh State and Subordinate Services Rules.

**4. Reservation of Appointment** :- (a) The rule of special representation as envisaged in General Rule 22, shall apply to appointments by direct recruitment to the post of Administrative Officer including Lay Secretary and Treasurer, Grade-II:

Provided that no reservation shall be made for physically handicapped persons.

(b) In the matter of direct recruitment to posts for which women are better suited than men, preference shall be given to women :

Provided that such absolute preference to women shall not result in total exclusion of men in any category of posts.

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 33.13% of the posts in each category of OC, BC-A, BC-B, BC-C, BC-D, SC and ST, and Ex-Servicemen quota.

In the matter of direct recruitment to posts which are reserved exclusively for being filled by women they shall be filled by women only.

**5. Qualifications** :- No person shall be eligible for appointment to the category specified in column (1) of the Table under Rule 11 of 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 by direct recruitment, if he has completed 28 years of age on the first day of July of the year in which the notification for selection is made.

**7. 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 promotion or appointment by transfer is made.

**8. Probation** :- (a) Every person appointed by direct recruitment to the post of Administrative Officer including Lay Secretary and Treasurer, Grade-II 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.

(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 total period of one year duty within a continuous period of two years.

**9. Training** :- (a) Every person appointed by direct recruitment to the post of Administrative Officer including Lay Secretary and Treasurer, Grade-II shall undergo, immediately after appointment, a course of training for a period of one year as per such programme and syllabus as may be prescribed by the Head of the Department.

(b) Every person appointed by transfer to the post of Administrative Officer including Lay Secretary and Treasurer, Grade-II shall immediately after appointment, undergo a course of training for a period of three months as per such programme and syllabus as may be prescribed by the Head of the Department.

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(c) 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 after the completion of training referred to in sub-rule (a).

(d) He will be liable to refund to the Government the pay & allowances or any other remuneration received by him in addition to the amount spent on his training :-

(i) if he fails to serve the Department for a period of three years after the completion of his training for any reasons;

(ii) if he discontinues the training or is discharged from training course for misconduct or any other reasons; or

(iii) the enforcement of bond shall not be insisted upon in the case of an employee of State Government who joins in the Central Government or State Government or quasi Government Organisation or another public enterprise, wholly/substantially owned/financed or controlled by the Central Government or autonomous bodies in order to secure employment other than Private employment subject to the condition that fresh bond is taken to ensure that the employee serves the new employer for the balance of the original bond period.

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

(f) A direct recruit shall be eligible, during the period of training, for the initial pay of the posts with usual allowances admissible at the place of training.

**10. Tests :-**Every person appointed by direct recruitment to the post of Administrative Officer including Lay Secretary & Treasury, Grade-n shall pass the Accounts Test for Executive Officers, within the period of probation.

**11. Unit of Appointment :-**For purpose of recruitment, appointment discharge, for want of vacancy, re-appointment, seniority, promotion, transfers and postings and appointment and full member to the category of Administrative Officer including Lay Secretary & Treasurer, Grade-n there shall be two separate units as indicated in the Table below :-

**Table**

<i>Category</i>	<i>Method of appointment</i>	<i>Qualifications</i>
(1)	(2)	(3)
5. Administrative Officer including Lay Secretary & Treasurer Grade-II.	By direct recruitment.	Must possess a Bachelor's Degree of any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or the Institutions recognized by University Grants Commission or an equivalent qualification.
	By appointment by transfer.	Must have passed Accounts tests for Executive Officers or Accounts Test for Subordinate Officers, Part-I and Part-II.