GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public services –Re-Issue of Andhra Pradesh Treasury and Accounts (Subordinate) Service Rules-Orders- Issued.

FINANCE (ADMN.III) DEPARTMENT

G.O.Ms.No. 22 **Dated: 26.02.2011**

Read the following :-

1.G.O.Ms.No.201, Finance (Administration)Department,dt.08.03.1963.
2. One Man Commission Lr.No.26/OMC/SPF.SER.11/87, dt.30.06.1987.
3. Lr.No.A2/20455/2008, dated: 10.09.2009, of DTA.,A.P.,Hyderbad.
4. Lr.No.1745/RR/2010, dated: 03.02.2011 of APPSC, A.P., Hyderabad.

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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 and in supercession of the Andhra Pradesh Treasury and Accounts Subordinate Service Rules, 1963 issued in G.O.Ms.No.201 Finance (Administration) Department, dt 08.03.1963, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Treasury and Accounts Subordinate Services.

R U L E S

1. Short Title :

These Rules may be called as The Andhra Pradesh Treasury and Accounts Subordinate Service Rules, 2010.

2. Constitution:

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

Branch.I : Subordinate staff in the Directorate of Treasuries and Accounts, Accounts Training College and in the Accounts Branches in various Heads of Departments
Category (1): Senior Accountants
Category :(2): Junior Accountants

Branch. II: Subordinate staff in the office of Treasuries, Sub Treasuries.
Category :(1): Senior Accountants
Category :(2): Junior Accountants

Branch.III : Subordinate staff in Pension Payment Offices in Hyderabad and Secunderabad.
Category :(1): Senior Accountants including Lady Commissioners
Category :(2): Junior Accountants

Branch .IV : Subordinate staff in the Compilation Branch, Hyderabad.
Category :(1): Senior Accountants
Category :(2): Junior Accountants

3. Method of Appointment and Appointing Authority:

The Method of appointment and appointing authority shall be as specified in column (2) and (3) against each category in column (1) of the table below.

TABLE

Branch - I		
Category (1)	**Method of Appointment (2)**	**Appointing Authority (3)**
1.Senior Accountants	(i) By direct recruitment (ii) By promotion from category (2) in Branch – I (iii) By transfer from Typists/Lower Division Stenos in the Andhra Pradesh Ministerial Services in the offices of Branch-I	Joint Director (Admn.) O/o Director of Treasuries and Accounts

2.Junior Accountants	(i) By direct recruitment (ii) Appointment by conversion from Typists and Junior Steno-Typists in the Andhra Pradesh Ministerial Services. (iii) Appointment by transfer from Record Assistants, Shroffs and Class –IV Employee	Assistant director (Admn.) in the O/o Director of Treasuries and Accounts, Deputy Director/Chief Accounts Officer/Accounts Officer in Accounts Branches
Branch – II		
(1)Senior Accountants	(i) By direct recruitment (ii) By promotion from category (2) of Branch-II (iii) By transfer from Typists and Lower Division Stenos in the Andhra Pradesh Ministerial Services	Deputy Director of District Treasury
(2)Junior Accountants	(i) By direct recruitment (ii) By conversion from Typist in the Andhra Pradesh Ministerial Services in the District Treasuries, Sub-Treasuries in each unit. (iii) By transfer from the category of Record Assistants, Shroffs, Attenders in District Treasuries and Sub-Treasuries in each unit	Deputy Director of District Treasury
Branch – III		
(1)Senior Accountants including Lady Commissioners	(i) By direct recruitment (ii) By promotion from Category (2) of Branch – III (iii) Appointment by transfer from the category of Typists/L.D.Stenos in the Andhra Pradesh Ministerial Services and Bradma Operators of Branch-III.	Joint Director Pension Payment Office
2.Junior Accountants	(i) By direct recruitment (ii) Appointment by conversion from Typists/Lower Division Stenos in the Andhra Pradesh Ministerial Services in Branch-III iii) Appointment by transfer from Record Assistants, Shroffs, Attenders of Branch-III.	Pension Payment Officer, O/o Joint Director, Pension Payment Office, Hyderabad.
Branch - IV		
1.Senior Accountants	(i) By direct recruitment	Joint Director (Admn) in the O/o Director, Treasuries and Accounts

	(ii) By promotion from the category (2) of Branch-IV (iii) Appointment by transfer from the category of Typists/Lower Division Stenos in Andhra Pradesh Ministerial Services in Branch-IV	
2.Junior Accountants	(i) By direct recruitment (ii) Appointment by conversion from category of Typists /Lower Division Stenos in Andhra Pradesh Ministerial Services in Branch-IV iii) Appointment by transfer from the category of Record Assistants/ Shroffs/ Attenders in Branch – IV.	Deputy Director (Admn) in O/o Director of Treasuries and Accounts

Note: (1) (a): Appointment to the category of Senior Accountants in Branch – I, II, III and IV shall be made in the following orders in the cycle of rotation of 10 vacancies; namely:-
1st Vacancy : By direct recruitment
2nd Vacancy : By promotion
3rd Vacancy : By promotion
4th Vacancy : By direct recruitment
5th vacancy : By promotion
6h Vacancy : By promotion
7th Vacancy : By direct recruitment
8th Vacancy : Appointment by transfer
9th Vacancy : By promotion
10th Vacancy: By promotion
Provided that where no qualified candidate is available to fill up the 8th vacancy (appointment by transfer from Typist/L.D. Steno/Bradma Operator) such vacancy may be filled by promotion from the category of Junior Accountant.
(b) Appointment to the category of Junior Accountants in Branches I,II,III and IV shall be made in the following order in the cycle of rotation of 6 vacancies, namely:-
1st Vacancy: By transfer from lower category (s)
2nd Vacancy: By conversion from Typists/L.D. Stenos
3rd Vacancy: By direct recruitment
4th Vacancy: By direct recruitment
5th Vacancy: By direct recruitment
6th Vacancy: By direct recruitment
Provided that where no qualified candidate is available to fill up either the first or second vacancy, such vacancy may be filled by direct recruitment
Note:(2) One out of every four successive clear vacancies excluding leave vacancies of Senior Accountants and one out of four substantive vacancies of Junior Accountants respectively working in Branch-I shall be filled from those working in Branches II, III and IV.

4. Rule of Reservation:

(a)The Rule of special representation (General Rule 22) shall apply to all appointments by direct recruitment provided that the reservation for physically handicapped persons shall be restricted to the orthopedically handicapped persons only.

(b) In the matter of recruitment of posts of Senior Accountants and Junior Accountants in all branches, women shall be selected to an extent of at least 33 1/3 % posts in each category of OC, BC, SC and ST quota.

(c) Rule of reservation is also applicable in case of promotions and appointment by transfers as per the government orders issued from time to time in this regard.

5. Qualifications and Age:

(1)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/she possesses the qualifications specified in the corresponding entry in column (3) thereof.

(2): General Rules of the State Government for recruitment shall apply with regard to age.

6. Probation:

Every person appointed to any post by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years; and every person appointed to

any category by promotion or transfer, shall be on probation for a total period of one year on duty within a continuous period of two years

7. Training:

(a)Every person appointed to the posts of Senior Accountants and Junior Accountants by direct recruitment/appointment by transfer shall undergo training for a period of three months in the Accounts Training College as per the syllabus prescribed by the Director of Treasuries and Accounts.

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

He shall be liable to refund to the Government, the pay and allowances or 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 years after 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.

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

(d) Every person appointed to a category by direct recruitment shall be eligible during the period of training for the pay and usual allowances admissible at the place of Training.

8. Tests:

Every person appointed by direct recruitment to the category of Senior Accountants in any Branch, shall pass the Accounts Test for Subordinate Officers Part I and II within the period of probation.

9. **Unit of Recruitment, Discharge, Seniority, Probation etc**.,

For purpose of recruitment, appointment, discharge for want of vacancy, reappointment, seniority, promotion, transfer and appointment as full member of each branch of Treasuries & Accounts Sub-ordinate Service the unit for each category shall be as follows; namely:-

Branch-I:

(1)Senior Accountants: Combined unit of Directorate of Treasuries and Accounts, Accounts Training College and the Accounts Branches in various Heads of Departments is one Unit.

(2) Junior Accountants: Office of the Director of Treasuries and Accounts, Accounts Training College, Hyderabad and the Accounts Branches in the Offices of the Heads of Departments shall be treated as independent units for the purpose of appointment.

Branch – II:

(1) Senior Accountants: Each Revenue District is one unit

(2) Junior Accountants: Each Revenue District is one unit.

Branch – III:

(1) Senior Accountants: All the Offices in this Branch located in twin cities i.e., Hyderabad and Secunderabad is One Unit.

(2) Junior Accountants: Each Asst. Pension Payment Office is a separate unit for purpose of appointment.

Branch – IV:

(1)Senior Accountants: Branch is Unit

(2) Junior Accountants: Branch is Unit

10. Postings and Transfers:

(a) In the case of Senior Accountants and Junior Accountants in Branches I, III, IV, the appointing authorities mentioned against each of the categories in the Table under Rule – 3 shall be competent to effect transfers within each of the units mentioned in Rule-9 and in the case of Senior Accountants and Junior Accountants in Branch-II, the Deputy Director, District Treasury shall be competent to order transfers and postings within their jurisdiction.

(b) Appointment of a person by transfer in One Branch to equivalent or to higher post in the next above category in any other Branch in the Service shall be made by the Director of Treasuries and Accounts, if the person is suitable and qualified for such appointment.

(c) Appointment of a person in Branch-I by transfer from any other service shall be made by the Director of Treasuries and Accounts, if the person is suitable and qualified for such appointment.

(d) Transfers effecting inter local cadre shall be exercised by the Government
(i) Where no qualified or suitable persons are available in a local cadre;
(ii) Where such transfers are considered necessary in public interest.

(e) While drawing up lists for promotions as Senior Accountants or for higher posts in the service, claims of all the persons qualified at the time of drawing up such lists shall be considered, due regard being had to the fact that seniority in the immediately lower category shall be the only criterion and not the date of passing the Accounts Examinations.

11. Minimum Service:

No person shall be eligible for appointment by transfer or promotion unless he/she has ordinarily put in a service for a minimum period of three years, in the category from which appointment by transfer or promotion is to be made but in no case shall it be less than two years in the category from which promotion or transfer is made.

A N E X U R E

Category	Method of Appointment	Qualification
(1)	(2)	(3)
Branches I, II, III & IV		
(1)Senior Accountants including Lady Commissioners in Branch – III	(i) By direct recruitment	Must have passed a degree in Commerce, or Economics or Mathematics, of any University recognized by the University Grants Commission. Provided that a person who possess any degree of any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an institution recognized by the University Grants Commission shall also be eligible for appointment by direct recruitment, on and from the 25th June, 1979 to the posts of Senior Accountant **AND** Pass in any one of the following Certificate Course Examination conducted by the Board of Technical Education & Training, A.P., Hyderabad. (a) Office Automation (b) PC Maintenance and Trouble Shooting (c) Web Designing **OR** Must hold a degree in Bachelor of Computer Application (BCA) or B.Sc., (Comp.) or B.Com (Comp.) or B.A.(Comp.) or B.Tech/B.E. with Computer Science or Information Technology equivalent examination of above, recognized by any university in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognized by the UGC.
	(ii) Recruitment by promotion or Transfer	Must have passed (i) Account Test for Subordinate Officers Part-I and II
(2)Junior Accountants in Branch. I	(i) By direct recruitment	Must hold a degree from any University in India established or incorporated by or under a central Act or a State Act or a Provincial Act or from any Institution recognized by the University Grants Commission preferably Graduate in commerce or Mathematics or Economics. Provided that a person who possess any Degree of any university in India, Established or incorporated by or under a Central Act, Provincial Act or a State Act

		or an Institution recognized by the University Grants Commission shall also be eligible for appointment by direct recruitment on and from the 25th June, 1979 to the posts of JA. **AND** Pass in any one of the following Certificate Course Examination conducted by the State Board of Technical Education and Training, A.P., Hyderabad. (a) Office Automation (b) PC Maintenance and Trouble Shooting (c) Web Designing. **OR** Must hold a degree in Bachelor of Computer Application (BCA) or B.Sc., (Comp.) or B.Com (Comp.) or B.A.(Comp.) or B.Tech/B.E. with Computer Science or Information Technology equivalent examination of above, recognized by any university in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognized by the UGC.
	(ii) By transfer from the category of Typist and Steno Typist	Must hold a degree from any University in India established or incorporated by or under a central Act or a State Act or a Provincial Act or from any Institution recognized by the University Grants Commission preferably Graduate in commerce or Mathematics or Economics. Provided that a person who possess any Degree of any university in India, Established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution Recognized by the University Grants Commission shall also be eligible for appointment by direct recruitment on and from the 25th June, 1979 to the posts of JA. **AND** Pass in any one of the following Certificate Course Examination conducted by the State Board of Technical Education and Training, A.P., Hyderabad. (a) Office Automation (b) PC Maintenance and Trouble Shooting (c) Web Designing. **OR** Must hold a degree in Bachelor of Computer Application (BCA) or B.Sc., (Comp.) or B.Com (Comp.) or B.A.(Comp.) or B.Tech/B.E. with Computer Science or Information Technology equivalent examination of above, recognized by any university in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognized by the UGC.
	(iii) By transfer from the category of Record Assistants/Shroffs/ Office Subordinates	Must hold a degree from any University in India established or incorporated by or under a central Act or a State Act or a Provincial Act or from any Institution recognized by the University Grants Commission preferably Graduate in commerce or Mathematics or Economics. Provided that a person who possess any Degree of any university in India, Established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission shall also be eligible for appointment by direct recruitment on and from the 25th June, 1979 to the posts of JA. Provided that those appointed prior to 30.10.1980 may be considered for appointment by transfer if they possess SSC or equivalent qualification, and they must pass the GET/(2) paper test conducted by APPSC also. (ii) Must have undergone the training prescribed for direct recruits to the post of Junior Accountants under

		Rule 7 and who shall be eligible for regularization of service in the category of Junior Accountants on par with other direct recruitees.
Branches II, III & IV		
(1)	**(2)**	**(3)**
1) Junior Accountants	(i) By direct recruitment	Intermediate Examination conducted by the Board of Intermediate Examination or any other equivalent examination **AND** Pass in any one of the following Certificate Course Examination conducted by the Board of Technical Education and Training, A.P., Hyderabad. (a) Office Automation (b) PC Maintenance and Trouble Shooting (c) Web Designing. **OR** Must hold a degree in Bachelor of Computer Application (BCA) or B.Sc., (Comp.) or B.Com (Comp.) or B.A.(Comp.) or B.Tech/B.E. with Computer Science or Information Technology equivalent examination of above, recognized by any university in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognized by the UGC.
	(ii) By transfer from the category of Typist and Steno Typist	(i) Must have passed Intermediate Examination **AND** Pass in any one of the following Certificate Course Examination conducted by the Board of Technical Education and Training, A.P., Hyderabad. (a) Office Automation (b) PC Maintenance and Trouble Shooting (c) Web Designing. **OR** Must hold a degree in Bachelor of Computer Application (BCA) or B.Sc., (Comp.) or B.Com (Comp.) or B.A.(Comp.) or B.Tech/B.E. with Computer Science or Information Technology equivalent examination of above, recognized by any university in India established or incorporated by or under Central Act, Provincial Act or a State Act or an Institution recognized by the UGC. (ii) Must have undergone the training prescribed for direct recruits to the post of Junior Accountants under Rule 7 and who shall be eligible for regularization of services in the category of Junior Accountant on par with other direct recruitees.
	(iii) By transfer from the category of Record Assistants/Shroffs/ Attenders	i) Intermediate Examination conducted by the Board of Intermediate Examination or any other equivalent examination. Provided that those appointed prior to 29.10.1987 may be considered for appointment by transfer if they possess SSC or equivalent qualification. ii) Must have undergone the training prescribed for direct recruits to the post of Junior Accountants under Rule 7 and who shall be eligible for regularization of services in the category of Junior Accountant on par with other direct recruitees.

(BY ORDER AND IN THE NAME OF THE GOVERNMENT OF ANDHRA PRADESH)

L.V. SUBRAHMANYAM,
PRL.SECRETARY TO GOVERNMENT (FP)

To
The Director of Treasuries and Accounts, A.P., Hyderabad.
The Commissioner, Printing Press, Hyderabad for publication of the notification in the A.P. Gazette
The Accountant General, A.P., Hyderabad.
The Secretary, APPSC, Hyderabad.

Copy to:

The G.A.(Services) Department.
The Law Department.
The Joint Director Pension Payment Office, A.P., Hyderabad.
The Joint Director Accounts Training College, O/o the Dr. MCRHRD Institute of Andhra Pradesh, Hyderabad.

//FORWARDED:: BY ORDER//

SECTION OFFICER