Government of Andhra Pradesh


General Administration (GAD) Department

G.O. No. 57

G.O. No. 1402, R.G. dt. 22-9-1995
G.O. No. 1453, R.G. dt. 27-12-1995
Dated 18-6-1996
From the Secretary
From the Government of Andhra Pradesh

ORDERS:

In the Government Order read above, the following rules for the examination of various departments have been comprehensively examined and are hereby issued, trusting to the Office of the Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi, for implementation of the said examination.

The Government after careful consideration of the matter arrived at the following rules governing the examination process in the Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi.

The following notification shall 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 supersession of the Special Rules issued with G.O. No. 1402, General Administration Department, dt. 23-9-1995, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Gazetted Posts in the Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi Service.

RULES:

1. Short title and commencement:

a) These rules may be called the 'Andhra Pradesh Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi Service Rules.'

b) They shall come into force with immediate effect.

2. Constitution:

The service shall consist of the following categories of posts in the Special Commissioner's Establishment and the Andhra Pradesh Government Guest House, New Delhi Service:

Category (1) ... Additional Special Commissioner/Officer-In-charge/Joint Commissioner.
Category (2) ... Reception Officer, Andhra Pradesh Government Guest House, New Delhi including Assistant Commissioner, Special Commissioner's Office, New Delhi.

Category (3) ... Assistant Accounts Officer.

3. Method of appointment and appointing authority:

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>
<thead>
<tr>
<th>Category</th>
<th>Method of appointment</th>
<th>Appointing authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td>Government</td>
</tr>
<tr>
<td>(2)</td>
<td>By posting an officer borne on the TAS cadre</td>
<td>Govt.</td>
</tr>
<tr>
<td>(3)</td>
<td>By transfer on tenure basis</td>
<td>Collector of Revenue Department of Andhra Pradesh State Government or equivalent cadre in Government Department</td>
</tr>
</tbody>
</table>

2. Reception Officer, A.P. Government Guest House, New Delhi including Asst. Commissioner, Special Commissioner's Office, New Delhi:

(i) By appointment by transfer of Superintendents of the Special Commissioner's Establishment from A.P. Government Guest House, New Delhi or by transfer on tenure of an Assistant Comptroller/Deputy Comptroller of Guest House Department from Hyderabad on its own scale of pay.

(ii) By appointment on contract.

3. Assistant Accounts Officer:

By transfer or tenure basis of an Assistant Audit Officer of Local Fund Audit Department of the Andhra Pradesh State Government.

Assistant Accounts Officer of Treasuries and Accounts Department.
The appointment to all posts shall be on tenure basis which shall not ordinarily be for more than three years at a time:

Provided that nothing in this rule shall preclude the appointing authority from revoking or terminating the tenure basis to their respective parent department or office on the expiry of the period of tenure, if it is considered necessary to do so on administrative grounds.

5. Qualification

(i) By transfer: No person shall be eligible for appointment as Assistant Commissioner unless he possesses the minimum general educational qualifications and must have experience or knowledge of catering, furnishing and reception for not less than five years.

(ii) Appointment by direct recruitment or contract:

No person shall be eligible for appointment as Assistant Commissioner unless he possesses the following qualifications.

(a) Must not have completed the age of 37 years on the first day of July of the year in which the selection is made.

(b) Must hold a B.A. or B.Sc. degree from a University in the State or any other equivalent qualification.

(c) Must have had experience in a reputed hotel or a boarding house in catering service.

(d) Must pass an Accounts Test for Subordinate Officers, Part I before the completion of the probationary period.

Provided that preference shall be given to those possessing a Diploma in Catering from an Institute recognized by the Government or any such equivalent qualification.

6. Minimum service:

No person shall be eligible for appointment by transfer unless he has put in at least three years of service in the category for which such appointment is made.

7. Probation:

Every person appointed to any of the posts by appointment or transfer shall, from the date on which he commences probation, be under probation for a total period of one year or any such part of one year as is equivalent within a continuous period of two years.
Transfers and postings:

The appointing authorities specified in Column 2 of the Table to rule 3 shall be competent to effect the transfers and postings of persons in the respective categories.

(By Order and in the Name of the Governor of Andhra Pradesh)

K. Jayakrishna Reddy
Chief Secretary to Government

To:
The Director of Printing & Stationary and
Store Purchase for publication of the
notification in Andhra Pradesh Gazette,
Special Commissioner,
Government of Andhra Pradesh, New Delhi.
The Secretary,
Andhra Pradesh Public Service Commission, Hyderabad (copy),
Andhra Pradesh Public Service Commission, Hyderabad (copy).
The Director of Local Fund Accounts/Director of
Treasuries & Accounts, Andhra Pradesh, Hyderabad.

Copy to:
The General Administration (Service) Department,
The Law (II) Department,
The Revenue Department.

KP/SCs

// FOR ARMS BY ORDER //
GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services - A.P. General Services Class VIII - Andhra Pradesh Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi Service - Amendment to Special Rules - Orders - Issued.

GENERAL ADMINISTRATION (G.H.I) DEPARTMENT

G.O.Ms.No.268


Read the following:


ORDER:


2. Accordingly, 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 of all other powers hereinbefore enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi, service issued in G.O.Ms.No.547, G.A.(GH.I) Dept., dated 16th November, 1993 and as amended from time to time.

AMENDMENTS

In the said rules,

(1) in rule 2 after category (1), the following shall be inserted, namely,

"Category (1)(A)... Deputy Commissioner"

(2) in rule 3, in the Table,

(i) against category 1 in column (2) under the heading "method of appointment", the following shall be added, namely:

"OR
By promotion of Deputy Commissioner in the Special Commissioner's Office."

p.i.o.
(ii) after category 1, the following shall be inserted as category 1 (a).

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.(a) Dy. Commissioner</td>
<td>By promotion of Asst. Commissioner in the Spl. Commissioner's Office \ OR By transfer on tenure basis of a Dy. Collector of Revenue Dept. or equivalent cadre in a Government Department.</td>
<td></td>
</tr>
</tbody>
</table>

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

DR. MOHAN KANDA, CHIEF SECRETARY TO GOVERNMENT.

To
The Commissioner, Printing & Stationary and Stores Purchase Department, Hyderabad. (for publication of the Notification in A.P. Gazette. He is requested to send 50 copies).

The Resident Commissioner, A.P. Bhavan, New Delhi.
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
The Accountant General, A.P. Hyderabad.
The Assistant Pay and Accounts Officer, A.P. Bhavan, Hyderabad.
The Director of Treasuries & Accounts, A.P., Hyderabad.
The Director, Department of Protocol, Hyderabad.
Copy to: The General Administration (Services) Department
The Law Department.
The Revenue Department.
SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER.
GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Establishment - Office of the Resident Commissioner, Andhra Pradesh Bhavan, New Delhi - Framing the Adhoc Rules for the upgraded post of Deputy Director (Translation) in the Office of the Resident Commissioner, New Delhi - Orders - Issued.

GENERAL ADMINISTRATION (GH.I) DEPARTMENT

G.O.Ms.No.58

Dated: 9th March, 2004

Read the following:-


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ORDER:-

In the G.O. third read above, orders were issued upgrading the post of Assistant Translator in the Parliamentary Liaison (PLO) Unit in the Office of the Resident Commissioner, Andhra Pradesh Bhavan, New Delhi, to that of Deputy Director (Translation) with the scale of Rs.6950-14425/- from the date of filling up of the post. After careful examining the proposal of Resident Commissioner, Andhra Pradesh Bhavan, New Delhi Government hereby issue the following Adhoc rules to the post of Deputy Director (Translation) in the Office of the Resident Commissioner, Andhra Pradesh Bhavan, New Delhi.

2. The following notification will be published in the Andhra Pradesh gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso under article 309 of the Constitution of India, and of all other powers herein to enabling the Governor of Andhra Pradesh hereby makes the following Adhoc Rules for the post of Deputy Director (Translation) in the Office of the Resident Commissioner for the Government of Andhra Pradesh Government Guest House, New Delhi.

2. These Rules shall be deemed to have come into force with effect from 1st June, 2002.

ADHOC RULES

1. CONSTITUTION:-

2. **METHOD OF APPOINTMENT & APPOINTING AUTHORITY:**

The Method of appointment and appointing authority for the Deputy Director (Translation) shall be as follows:

<table>
<thead>
<tr>
<th>Category (1)</th>
<th>Method of appointment (2)</th>
<th>Appointing Authority (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2(a) Deputy Director (Translation)</td>
<td>(i) recruitment by transfer from Assistant Translators in the Andhra Pradesh Resident Commissioner’s Establishment and the Andhra Pradesh Government Guest House, New Delhi, Sub-ordinate Service Rules.</td>
<td>Resident Commissioner, Andhra Pradesh Bhavan, New Delhi.</td>
</tr>
<tr>
<td></td>
<td>(ii) If there are no qualified candidates for Recruitment by transfer appointment shall be made by direct Recruitment/Contract basis.</td>
<td>Resdent Commissioner, Andhra Pradesh Bhavan, New Delhi.</td>
</tr>
</tbody>
</table>

3. **Qualifications:**

No person shall be eligible for appointment to the category specified in Column (1) and by the method specified in column (2) of the table below, unless he/she possesses the qualifications specified in the corresponding entry in column (3) thereof:

<table>
<thead>
<tr>
<th>Category (1)</th>
<th>Method of appointment (2)</th>
<th>Qualifications (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Director (Translation)</td>
<td>I) Direct Recruitment</td>
<td>I) Must possess the B.A. degree of a university in India established or incorporated by or under a Central Act, an Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification with the relevant language.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>II) Must have taken for the above degree the language for which he is to be appointed as Deputy Director of Translation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>III) Must possess experience in translation work for a period of five years in a reputed news paper office.</td>
</tr>
<tr>
<td></td>
<td>I) Must have five years of service as Assistant Translators of Andhra Pradesh and Andhra Pradesh Government Guest House, New Delhi Sub-ordinate Service Rules</td>
<td>II) Must have five years of service as Assistant Translators of Andhra Pradesh and Andhra Pradesh Government Guest House, New Delhi Sub-ordinate Service Rules</td>
</tr>
</tbody>
</table>
4. RESERVATION:-

The rule of reservation as provided in rule 22 of Andhra Pradesh State and subordinate Service Rules and rule 22(A) of Andhra Pradesh State and Sub-Ordinate Service Rules, 1996 shall apply to appointments by direct recruitment to the various posts in this service.

5. AGE:-

Unless otherwise specified elsewhere in these rules, no persons shall be eligible for appointment by direct recruitment, if he/she has completed 33 years of age on the first day of July of the year in which the notification for selection is made.

6. Probation:-

(a) Every person appointed to the post by direct recruitment 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 the post either by promotion or by transfer shall, from the date on which he/she commences probation be on probation for a total period of one year on duty within a continuous period of two years.

7. Training:-

A candidate appointed as Deputy Director (Translation) by direct recruitment shall undergo training for a period of six months in the Translation Department before he assumes independent charge. The period of training shall count towards the period of probation and for increment.

8. Unit of Appointment:-

The Office of the Resident Commissioner to Government of Andhra Pradesh, Andhra Pradesh Bhavan, New Delhi and the Andhra Pradesh Government Guest House, New Delhi shall be a combined unit of appointment for all the posts included in this service.

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

RAJESHWAR TIWARI
SECRETARY TO GOVERNMENT (POLITICAL)

To
The Director of Printing, Stationary and Stores Purchase
for Publication of the notification in Andhra Pradesh
Gazette and supply 50 copies.
The Resident Commissioner, A.P. Bhavan, New Delhi.
The Secretary, Andhra Pradesh Public Service Commission,
Hyderabad.(10 copies):

Copy to:
The General Administration (Service.B) Department.
The Law (E) Department.
The Revenue Department.
SC/SF

//FORWARDED BY ORDER//
Public Services—A.P. Special Commissioner's Office, New Delhi—Post of Private Secretary to Special Commissioner/Commissioner (Projects), A.P. Bhavan, New Delhi—Adhoc Rules—Issued.

General Administration (G.I.) Department


ORDER:

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

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 509 of the Constitution of India and of all other powers hereby enabling the Governor of Andhra Pradesh, hereby makes the following Adhoc Rules for the post of Private Secretary in Special Commissioner's Office, New Delhi and in Special Cell Projects and Members of Parliament Facilitation Centre, Commissioner (Projects) Unit in the Andhra Pradesh Bhavan, New Delhi:

ADHOC RULES

1. Constitution: The post of Private Secretary in Special Commissioner's Office, Andhra Pradesh Bhavan, New Delhi and Commissioner (Projects), Unit in Andhra Pradesh Bhavan, New Delhi shall constitute a distinct category in the Andhra Pradesh Special Commissioner's establishment and Andhra Pradesh Host House, New Delhi Service.

2. Application of General Rules: The General Rules for the Andhra Pradesh State and Subordinate Services shall apply to this post except to the extent specifically mentioned in these adhoc rules.

3. Method of Appointment: Appointment to the post of Private Secretary to Special Commissioner/Commissioner (Projects), in the Andhra Pradesh Bhavan, shall be made:

(1) by recruitment by transfer from among the Special Category Staff; or on the strength of Special Commissioner's Office/Commissioner (Projects)/Andhra Pradesh Guest House Offices who have put-in the minimum service of two years;

(2)
By recruitment by transfer from the category of Superintendents who has put in the minimum service of two years and who is qualified in Typewriting and shorthand which is prescribed to Junior Stenographers.

3. Appointing Authority: The Appointing Authority for the post shall be the Special Commissioner, Government of andhra Pradesh, andhra Pradesh Bhavan, New Delhi.

5. Method of Selection: Appointment to the post of Private Secretary to Special Commissioner/Commissioner (Projects) will be made on grounds of merit and ability. Bonafide being considered only when ability and merit are approximately equal.

6. Probation: Every person appointed to the said post shall be on probation for a period of one year on duty within a continuous period of two years.

(By ORDER, and in the name of the Governor of andhra Pradesh)

P.K. RASTOGI
SECRETARY TO GOVERNMENT

To, The Director of Printing & Stationery & stores, hyderabad, for publication of the notification in the andhra Pradesh Gazette.

The Special Commissioner, Government of andhra Pradesh, New Delhi, the Secretary, andhra Pradesh Public Service Commission, hyderabad.

Copy to:
General Administration (Sec. C) Department
Law (E) Department

// PROCLAMED BY ORDER //
GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Services - A.P. General Services Class VIII - Andhra Pradesh Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi Service - Amendment to Special Rules - Orders - Issued.

GENERAL ADMINISTRATION (G.H.I) DEPARTMENT

G.O.Ms.No.593


Read the following:

4. From the Addl. Commn., A.P. Bhavan, New Delhi,
5. From the Secretary, A.P. Public Service Commission letter No.1224/F


Accordingly, the following notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Special Commissioner's Establishment and Andhra Pradesh Government Guest House, New Delhi, Service Rules issued in G.O.Ms.No.547, General Administration (G.H.I) Department, dt. 18th November, 1993 and as amended from time to time

AMENDMENTS

In the said rules:

(1) in rule 3, under the Table, for the entries in column (1), (2) and (3)
against Category-2, the following shall be substituted, namely;

<table>
<thead>
<tr>
<th>TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reception Officer</td>
</tr>
<tr>
<td>2. Assistant Officer</td>
</tr>
</tbody>
</table>
(b) By appointment by transfer of 
Asst. Liaison Officers or equivalent 
in Resident Commissioner’s 
Office/Asst. Reception Officers or 
equivalent in the A.P.Govt.Guest 
House, New Delhi.

(c) If no qualified or suitable person 
is available for appointment 
by method (i)(a) or (i)(b) above, by, 
transfer of an officer of equivalent 
rank working as Protocol Officer 
in the Department of Protocol, Hyd., 
on his own scale of pay.

OR

(ii) By appointment on contract.

(2) For sub-rule (i) of rule 5 the following shall be substituted, namely:

"By transfer: No person shall be eligible for appointment as Reception 
Officer/Protocol Officer unless he is an approved probationer in the selection 
Superintendent/Assistant Liaison Officer/Asst.Reception Officer or equivalent.

[Signature]

BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH.

(MOHAN KAPPA)

CHIEF SECRETARY TO GOVERNMENT.
2. G.O.Ms.No.71, General Admin.(G.H.I)Department,
   Dated 13.2.2007.
3. From the Addl.Commissioner, A.P.Bhavan, New Delhi
4. From the Secretary, APPSC, Hyderabad
   Lr.No.93/RR dt.20.2.2009

ORDER:

In the circumstances stated by the Additional Commissioner, Andhra Pradesh Bhavan, New Delhi in his letter 3rd read above, Government, after careful examination, have decided to amend the Special Rules for the Andhra Pradesh Special Commissioner's Establishment and Andhra Pradesh Government: Guest House, New Delhi; Service Rules issued in G.O.Ms.No. G.A.(G.H.I)Department, dt.15th November, 1993 as subsequently amended.

2. Accordingly, 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 Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Special Commissioner, Establishment and Andhra Pradesh Government Guest House, New Delhi Service Rules issued in G.O.Ms.No.547, G.A.(G.H.I)Department dt.15.10.1993 as subsequently amended.

**AMENDMENTS**

In the said rules:

(i) a rule 2, after category (A), the following shall be inserted. Namely,

   Category 2(A) Administrative Officer
In rule 3 in the Table, after category 2, the following category along with the corresponding entries in columns (2) and (3) shall be inserted, namely:

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of Appointment</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.(A) Administrative Officer</td>
<td>(i) By Appointment by transfer Of Superintendent cadre/equivalent posts of Assistant, Reception Officers/Assistant Liaison Officers or equivalent in Resident Commissioners Office/Andhra Pradesh Government Guest House, New Delhi from a combined seniority list. Resident Commissioner. (b) If no qualified or suitable person is available for appointment, by method (a) above, by transfer of an officer of equivalent rank working in Government House Department, Hyderabad on his own scale of pay OR By appointment on contract basis.</td>
<td></td>
</tr>
</tbody>
</table>

In rule 5, after clause (ii), the following shall be inserted, namely:

"iii) no person shall be eligible for appointment by transfer as Administrative Officer unless he possesses a degree and as an approved probationer in category of Superintendent/Assistant liaison Officer/Assistant Reception Officer or equivalent category and on contract basis unless he possesses a degree recognized University in India."

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

R.M. GONELA
PRL SECRETARY TO GOVERNMENT(POL. I)

To:
The Commissioner, Printing, Stationery and Stores
Purchase Department for publication of Notification in A.P.Gazette. He is requested to send 50 copies.
The Resident Commissioner, A.P., Bhavan, new Delhi.
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
The Accountant General, Andhra Pradesh, Hyderabad.
The Asst. Pay and Accounts Officer, A.P., Bhavan, New Delhi.
The Director, DoP, Hyderabad.
Copy to:
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT


GENERAL ADMINISTRATION (GH.I) DEPARTMENT

G.O.Ms.No. 206

Dated: 30.04.2011
Read the following:


****

ORDER:


2. Accordingly, 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 amendment to the Andhra Pradesh Resident Commissioner, Establishment and Andhra Pradesh Government Guest House, New Delhi Service Rules, issued in G.O.Ms.No.547, G.A.(GH-I) Department, dated 16.11.1993 as subsequently amended.

AMENDMENT

In the said rules:-

I. in rule 2, after category (3), the following category shall be added namely,

"category (4)….System Administrator"
II. in rule 3, in the Table after category (3), the following entries shall be inserted in columns (1), (2) and (3) respectively, namely,

(1) "4. System Administrator
   O/o the
   Resident Commissioner
   and Andhra Pradesh
   Government Guest House
   New Delhi.

(2) (a) By appointment by transfer
   of Superintendent of Resident
   Commissioner office.

(b) If no qualified or suitable person is
    available for appointment by method (1) (a)
    above, by transfer from other Departments of
    Government of Andhra Pradesh with a suitable
    candidate with the required qualification and
    experience in computer field knowledge.

(c) On deputation from other Government
    Departments with a suitable candidate with the
    required qualification and experience in
    computer field knowledge.

III in rule 5, after sub rule (i), the following shall be inserted namely,-

(i.a) No person shall be eligible for appointment as System Administrator unless he possesses Post Graduate Degree Qualification of University recognized by the university grants commission and Post Graduate Diploma in Advance Software Design & Development recognized by the Government of India and further in the case of appointment by transfer of Superintendent he shall be an approved probationer.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

S.V. PRASAD
CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner, Printing & Stationary and Stores Purchase Department,
Hyderabad, (for publication of the Notification in A.P. Gazette.
He is requested to sent 50 copies)

The Resident Commissioner, A.P., Bhavan, New Delhi.

Copy to:
A.(Ser.) Department
M(E) Department

//FORWARDED :: BY ORDER//

SECTION OFFICER