

**GURUKULAM**  
**Bye – Laws – 1997**  
**&**  
**Recruitment Rules**  
**1999**  
**(with latest amendments)**



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## ANNEXURE - II

**BYE-LAWS OF THE ANDHRA PRADESH TRIBAL WELFARE ASHRAM AND  
RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (REGD.), HYDERABAD  
(REGD.NO.OF 1997)**

\* \* \*

The following are the bye-laws framed under Rules II(vi) of the “Rules of the Andhra Pradesh Tribal Welfare Ashram and residential Ashram Educational Institutions Society (Regd.), Hyderabad.”

**1. SHORT TITLE & COMMENCEMENT**

- (a) These bye-laws may be called the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.), Hyderabad Bye-laws, 1997.
- (b) They shall come into force with effect from the date of Registration of the Society.

**2. DEFINITIONS**

In these Bye-laws, unless the context otherwise requires.

- (a) “SOCIETY” means the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.), Hyderabad.
- (b) “BOARD” means the Board of Governors constituted under Rule 2 of the Rules and Regulations of the Society.
- (c) “BYE-LAWS” means bye-laws made by the Board of Governors under clause (VI) of Rule II of the Rules of the Society.
- (d) “CHAIRMAN” means the Chairman of the Board of Governors.
- (e) “SECRETARY” means the Secretary of the Andhra Pradesh, Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.), Hyderabad appointed under Sub-para (b) of Rule “Authority” and Officers of the Society of the Rules of the Society.
- (f) “RULES” means the Rules and Regulations of the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.), Hyderabad 1998.
- (g) “YEAR” or “FINANCIAL YEAR” means the period of twelve months beginning with the first day of April and ending with the 31<sup>st</sup> March of the following year.
- (h) “DISTRICT SOCIETY” means the District Tribal Welfare Ashram and Residential Educational Institutions Society formed in each district and affiliated to the APTWREI Society.
- (i) “CHAIRMAN, DISTRICT SOCIETY” means the Chairman of the District Tribal Welfare Ashram and Residential Educational Institutions Society.
- (j) “PRINCIPAL” means the Principal of the Andhra Pradesh Tribal Welfare Residential Schools/ The Andhra Pradesh Tribal Welfare Residential Junior Colleges/ The Andhra Pradesh Tribal Welfare Residential Degree Colleges.
- (k) “HEAD MASTER” means Head Master of Andhra Pradesh Tribal Welfare Ashram Schools.
- (l) “STAFF OF THE SOCIETY” means the Officers, Principals, Head Masters and Teachers, Ministerial Staff, Class-IV and District level societies and the Schools and Colleges under the control of the Society.

### 3. AFFILIATION OF THE DISTRICT SOCIETY

The Society shall affiliate the District Societies in exercise of powers and functions of the Board contained in sub-para VIII of para II of the Rules and Regulations.

### 4. MEETING OF THE SOCIETY

- (a) Notice of the Meetings of the Society shall be issued by the Secretary on behalf of the chairman and with his approval.
- (b) Proceedings of the Meetings of the Society shall be circulated by the Secretary to the Members of the Society within 15 days after the meeting.

### 5. MEETING OF THE BOARD

- (a) The Board shall meet atleast once in a quarter of each year and if necessary more than once on such dates and at such places as may be decided by the Chairman.
- (b) A notice of each meetings of the Board shall ordinarily be issued by the Secretary at least 10 days before the date of meeting provided that in exceptional circumstances a shorter notice may be given with the previous approval of the chairman.
- (c) The business to be transacted at the meeting shall be with reference to the items of the agenda supplied with the meeting notice and/ or any other matter to be permitted by the Chairman at the meeting for discussion.
- (d) The proceedings of each meeting shall be prepared by the Secretary and submitted tot eh Chairman of the Meeting for his approval. Copies of the approved minutes shall be delivered or posted to every member within 15 days after the meeting.
- (e) If, in the opinion of the Chairman, immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Board, he mat authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Board for ratification.

### 6. STANDING COMMITTEES

- (a) There shall be two Standing Committees of the Board namely (i) The Standing Committee for Administrative and Financial matters and (ii) The Standing Committee for Academic matters.
- (b) Financial matters shall consist of :-

The Standing Committee for Administrative and Financial matters shall subject to the general approval of the Board of Governors shall consist of:

- (1) Chairman, APTWA & REI Society.
- (2) Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary to Government.
- (3) Secretary to Government, Education Department
- (4) Secretary to Govt. (T.W. Department)
- (5) Commissioner of Tribal Welfare

- (1) Determine the qualifications of candidates to be recruited to the staff of the Society and its affiliating institutions other than the academic staff.
- (2) Regulate the conditions of service of the staff of the Society and its affiliating institutions particularly in respect of scales of pay, leave allowances, sanction of advances, provident fund, payment of traveling and daily allowances admissible to members of Board of Governors and others associated with any committee constituted by or under the Bye-laws.
- (3) Administer the funds of the Society and manage the properties of the Society.
- (4) Determine the procedure to enter into agreements for and on behalf of the Society.
- (5) Determine the policy of investment of Provident Fund amounts and :
- (6) Discharge such other functions as may from time to time be assigned to it by the Board.

(I) THE STANDING COMMITTEE FOR ACADEMIC SERVICES OF THE BODY SHALL CONSIST OF

- (1) Chairman, A.P.T.W.A.R.E.I. Society
- (2) Commissioner of Tribal Welfare
- (3) Director of Higher Education
- (4) Director of School Education
- (5) Secretary, A.P.R.E.I. Society, Hyderabad
- (6) Director, S.C.E.R.T.
- (7) Director, TCR & TI
- (8) Principal each of the Residential School, Junior College and ITI managed by the APTWAREIS.
- (9) Representative of N.C.E.R.T.
- (10) An eminent educationist nominated by the Chairman.

(II) THE STANDING COMMITTEE FOR ACADEMIC MATTERS SHALL SUBJECT TO THE GENERAL APPROVAL OF THE BOARD OF GOVERNORS

- (1) Determine the qualifications of the candidates to be recruited to the teaching staff of the educational institutions.
- (2) Recommend to the Board of the remuneration payable to the question papers setters, Chief and Assistant and Assistant Camp Officers, Coding and Decoding Officers, Examiners for spot valuation, Tabulators etc.
- (3) Prepare and execute detailed plans and programmes for the furtherance of the objectives of the Society.
- (4) Determine the procedure, conditions and terms to affiliate to the society any institution having objectives similar to those of the Society or to recognize any other institution.
- (5) (a) Effectively implement the curriculum, syllabus as laid by Education Department, (b) determine and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the Educational Institutions managed by or affiliated to the Society within the broad frame work prescribed by the Education Department.
- (6) Determine the duration of the Seminars, Curriculum, Courses etc. that may be conducted for the benefit of the staff of the Educational Institutions managed by or affiliated to the Society.
- (7) Decide on (a) academic programmes like quick research investigations into the practical problems faced by the Society, Schools, Teachers and Students with a view to obtaining research solutions for them, (b) organizational of orientations programmes for the teaching staff of the schools in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the schools identified from time to time.

- (8) Discharge such other functions as may from time to time be assigned to it by the Board.
- (d) The Chairman shall, however, have powers to extend a special invitation for any meeting of the Standing Committee to an educational expert or such other person(s) whose presence may be considered useful.
  - (e) The Secretary shall be Member Secretary to the above two Standing Committees.
  - (f) The decisions taken by the two Standing Committees shall, except where they are contrary to any general direction given by the Board, be implemented by the Secretary after obtaining the previous approval of the Chairman of the Board, in case the Chairman was absent at the meeting of the Committee and report there on shall be submitted to the Board at its next meeting for approval.
  - (g) The Standing Committee shall be convened by the Secretary as often as may be necessary and their meeting shall be held at the office of the Society or at such other place as may be decided by the Chairman.
  - (h) Three Members shall form the quorum for a meeting of the Standing Committee.

## 7. CONTRACTS AND SUITS

- (a) All contracts and other instruments on behalf of the Society shall be executed by the Secretary, provided that all contracts involving a financial consideration not exceeding Rs.5,00,000/- may be executed after obtaining the prior approval of the Chairman and that no contract, the subject matter or value of which exceeds Rs.5,00,000/- but not Rs.10,00,000/- shall be executed without obtain the previous approval of the Standing Committee for administrative and financial matters. Provided also that all contracts involving a financial consideration of more than Rs.1,00,000/- shall receive that prior approval of the Board.
- (b) The Secretary shall, with the previous approval of the Standing Committee for administrative and financial matters have,
  - (i) The power to institute or defend suits or other legal proceedings on behalf of the Society and
  - (ii) The power to compromise, settle or refer to arbitration any dispute to which the Society is party.
- (c)
  - (i) If in the opinion of the Chairman immediate action has to be taken for execution of contracts exceeding Rs.5,00,000/- and Rs.10,00,000/- lakhs mentioned in para (a) and if it is not possible to convene a meeting of the Standing Committee for Administrative and Financial matters or Board of Governors as the case may be, the Chairman may authorize the Secretary to take action and the action taken shall be reported to the Standing Committee for administrative and Financial matters or Board of Governors as the case may be.
  - (ii) The Chairman may also authorise the Secretary to institute or defend suits or other legal proceedings on behalf of the Society and to compromise/ settle or refer to arbitration any dispute to which the Society is a party if in this opinion it is not possible to convene the meeting of Standing Committee for administrative and Financial matters. The action taken shall be reported to the Standing Committee for ratification.

## 8. STAFF AND APPOINTMENTS

- (A) All posts in the Society shall be classified into the classes and categories as specified in columns (1) and (2) of the table below and the appointing authority in respect of class or category of posts shall be the authority specified in the corresponding entry in column(4) thereof.

CLASS (1)	CATEGORY (2)	POST (3)	APPOINTING AUTHORITY (4)
Class-I		Secretary	Chairman
Class-II	Category-1	Jt. Secretary	-- do --
	Category-2	Dy. Secretary	-- do --
	Category-3	Principals of APTW Res. Jr. Colleges/ Polytechnics	-- do --
	Category-4	Asst. Secretary (Accounts)	-- do --
	Category-5	Principals of APTW Res. Schools/ it is	-- do --
	Category-6	Jr. Lecturers in APTW Res. Junior Colleges	Secretary
Class-III	Category-1	P.G. Teachers	-- do --
	Category-2	Librarians in APTW Res. Jr. Colleges	-- do --
	Category-3	Head Masters of APTW Ash. Schools	-- do --
	Category-4	T.G. Teachers	-- do --
	Category-5	Secondary Grade Teachers	Chairman, District Society
	Category-6	GVVK Teachers	-- do --
	Category-7	Physical Director	Secretary
	Category-8	Physical Education Teachers	-- do --
	Category-9	Instructors in Music, Arts and	-- do --
	Category-10	Librarians in APTW Res. Schools	-- do --
	Category-11	Suptd. At District level & office Suptd. In the office of the Society	Chairman, District Society at Dist. level & Secretary in respect of posts in the office of the Society
	Category-12	Telugu, Hindi Pandits, PET, DPO	-- do --
	Category-13	Staff Nurses	Chairman, District Society
	Category-14	Senior Asst.	Chairman, District Society/ Secretary
	Category-15	Stenographers, Typists, Jr. Asst., Jr. Assistant cum Typist, Laboratory Assistant	Chairman, District Society/ Secretary for office of the Society
Class-IV	Category-1	Record Asst.	-- do --
	Category-2	Attenders, Watchman	-- do --
	Category-3	Cooks, Kamati	Chairman, District Society

- (B) Recruitment to the posts in the Office of Society and Institutions shall be made
- (1) By Direct Recruitment through open advertisement or through the employment exchange or
  - (2) By promotion, or
  - (3) By deputation from any Department of the Government of Andhra Pradesh or from other Institutions.
  - (4) By contract as per the terms & conditions approved by the Governing Body.
  - (5) Provided that only local tribals shall be appointed to the posts mentioned at Class-III, Category-5 and 6 in scheduled areas.
- (C) (i) (a) The Secretary shall be appointed by the Chairman with the concurrence of the Government in Tribal Welfare Department from out of a panel of 3 members recommended by a committee of experts consisting of :
- (1) Chairman
  - (2) Secretary to Govt., Education Dept. and
  - (3) An eminent educationist from outside the state nominated by the Chairman of the Society.
- (b) The Chairman on the recommendation of the Selection Committee consisting of Chairman Commissioner of Tribal Welfare, an eminent educationist from the State nominated by the Chairman of the Society, Director of School Education and Secretary, APTW Ashram and Residential Educational Institutions. Society shall appoint persons to the posts of Joint Secretary and Deputy Secretary.
- (c) The Chairman shall appoint persons to the posts of Principals of APTW Res. Jr. Colleges category-2 of Class-II and the Secretary shall appoint persons to the posts of Jr. Lecturers, APTW Res. Jr. Colleges and Res. Polytechnics in Category-5 of Class-II, on the recommendations of the Selection Committee consisting of the Chairman, Commissioner of Tribal Welfare, Director of Higher Education, an eminent educationist from the state nominated by the Chairman and the Secretary, Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society.
- (d) The Chairman shall on the recommendation of the screening committee appointed by the Chairman appoint Asst. Secretary (Accounts), Category-3 of Class-II, in consultation with Treasuries and Accounts Department.
- (e) The Chairman shall appoint persons to the posts of Principals of APTW Res. Schools/ RITI's category-4 of Class-II on the recommendation of the Selection Committee consisting of the Chairman, Commissioner of Tribal Welfare and Secretary, Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society.
- (ii) The Chairman in consultation with Director of School Education/ Director of Higher Education shall appoint Committees for selection of candidates for the posts of categories 1 to 4 & 7 to 10 of Class-III, the recruitment of which shall be done at State Level.

In the case of posts of categories (11), (14) & (15) of Class-III and categories (1) and (2) of class-IV pertaining to the office of the Society, the Selection Committee shall consist of Secretary, Joint Secretary, Deputy Secretary (Admn.) of the Society.

In the case of posts of categories 5 and 6 of Class-III, the Selection Committee shall consist of District Collector and Chairman of the District Society, Project Officer, ITDA and District Educational Officer (Agency).

In the case of posts in Schools and Colleges of categories 11, 14 and 15 of Class-III and categories (1), (2) and (3) of Class-IV, the committee shall consist of District Collector and Chairman of the District Society, Project Officer, ITDA Districts or DTWO in Non-ITDA Districts and Member-Convener of the District Society and Principal of the TW Res. School/ College nominated by the Chairman, District Society. For the selection of Staff Nurses of category (13) of Class-III, Addl. DMHO or Deputy DM&HO of ITDA or if these posts are vacant an officer of Medical Department nominated by the Chairman of District Society in consultation with DM&HO shall be a Member of the Committee besides the members mentioned above.

- (iii) Where direct recruitment to any of the posts included in Class-II and the Categories 1 to 4 & 7 to 10 of Class-III is made the Secretary shall, by advertisement in one or more daily newspapers, circulating in the State of Andhra Pradesh and by affixture of a notice in a conspicuous place in the premises of the registered office of the Society, notify the minimum qualifications prescribed for the post, the scale of pay and other conditions of service applicable to the holder thereof.

The posts of Category (11) of Class-III shall be filled in by deputation from other Departments. In the case of direct recruitment to other posts of Class-III and IV the District Employment Exchanges shall be addressed for the candidates.

- (iv) No proceedings of a Selection Committee shall be invalid on the only ground of absence of any of its members at any meeting of the Committee.
- (v) A Selection Committee shall examine the credentials of all candidates possessing the require qualifications and may interview all or any of the candidates as it thinks fit.
- (vi) Notwithstanding anything contained in the foregoing clauses, a Selection Committee may, in such cases as it thinks fit, dispense with the procedure laid down in clauses (iii) and (v) and recommend the names of suitable candidates for appointment to any post.
- (vii) An appointment for a period not exceeding six months to fill any vacancy must be made:
- (1) By the Chairman of Board of Governors, in the case of a vacancy in a post included in Class-II and
  - (2) By the Secretary/ Chairman of the District Society in the case of vacancy in a post included in Class-III.

## 9 BUDGET ESTIMATES

- (a) The Budget estimates of each year for the office of the Society and for each Residential School, Residential ITIs, Residential Junior Colleges, Degree Colleges and Residential Polytechnics shall be approved by the Board not latter than 31<sup>st</sup> January, of the proceeding year.

- (b) The estimates shall include:
- (i) The actual expenditure of the proceeding year
  - (ii) The original budget estimates for the current year
  - (iii) The revised budget estimates for the current year and
  - (iv) The proposed budget estimates for the succeeding year
- (c) If after approval by the Board of the expenditure for any year, before the commencement of that year on account of reduction by the Government of allotment of funds to the Society or otherwise, it becomes necessary to revise the budget estimates such revision shall be made by the Secretary with the previous approval of the Chairman.
- (d) The sanctioned estimates shall be divided into the following units of appropriation and such other additional units as may be approved by the Chairman for each of the Andhra Pradesh Tribal Welfare Residential Schools, Colleges and Ashram Schools and the Office of the Secretary separately.
- (1) Pay and Allowances
  - (2) TA to Members of Board of Governors and Members of the Standing Committee.
  - (3) Traveling Allowances to Staff.
  - (4) Rents, Rates, Taxes, Electricity, Water charges.
  - (5) Stationery and Printing
  - (6) Postage and Telegrams including Telephones
  - (7) Furniture
  - (8) Laboratory
  - (9) Library
  - (10) Teaching Aids
  - (11) Seminar and workshops
  - (12) Games and Sports
  - (13) Examinations
  - (14) Educational Tours
  - (15) Hostel Charges
  - (16) Advertisement Charges
  - (17) Motor Vehicles-Purchase and Maintenance
  - (18) Educational Activities
  - (19) Contingencies
  - (20) Buildings
  - (21) Miscellaneous
- (e) The funds provided in the sanctioned estimates shall be at the disposal of the Secretary who shall have the power to appropriate sums there from to meet the expenditure approved by the Board.

## 10. POWERS AND DUTIES OF THE CHAIRMAN

1. (a) The Chairman shall have power to appropriate funds from one unit of appropriations, namely :
- (i) That the total sanctioned expenditure is not thereby exceeded, and
  - (ii) The such reappropriation shall not have the effect of involving the Society in future outlay in the succeeding years of any scheme.

- (b) The Chairman shall have the power to write off irrecoverable value of stores, books etc., upto Rs.10,000/- provided that the loss is not on account of serious negligence on the part of any employee of the Society, theft or any defect of system.
- (c) The Chairman shall have the power to take disciplinary action against Officers noted under Class-I and categories 1 to 4 of Class-II except on any one who is on deputation from Government Service in whose case he shall send a report to the Parent Department with his recommendation.
- (d) The Chairman shall be the authority as detailed in Appendix-II to which an appeal against an order imposing a penalty upon a person holding a post in Class-III.
- (e) The Chairman shall be the authority to which an appeal against an order imposing a penalty upon a person holding a post in Class-IV in the office of the Society and against an order imposing a punishment as detailed in Appendix-II upon a person holding a post in Class-IV in the schools or colleges.
2. The Chairman shall be the authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary detailed in Rule 11 below subject to availability of funds.

#### 11 POWERS AND DUTIES OF THE SECRETARY

- (a) The Secretary shall be responsible for the proper functioning of the society and for the strict observance of these bye-laws.
- (b) In particular and without prejudice to the generality of the foregoing provision, the duties and powers of the Secretary shall include the following, namely:
- (i) To convene meetings of the Society, Board, Standing Committees, Selection Committees and any other Committee as and when directed by the Chairman.
- (ii) To supervise the work and conduct of the staff and for that purpose to exercise disciplinary control by way of imposing punishments on a persons holding posts in class-III and class-IV as provided in Appendix-II.
- (iii) To incur expenditure of a contingent or miscellaneous nature on any matter specified in column 2 of the table below. The Secretary shall have power to incur such expenditure upto the limit, if any, specified in column 3 thereof.

S. No.	ITEM OF EXPENDITURE	MONETARY LIMIT
1.	Bicycles	No limit
2.	Electric & Water Charges	-- do --
3.	Maintenance and upkeep of vehicles	-- do --
4.	Rates and Taxes	-- do --
5.	Postage and Telegrams	-- do --
6.	Advertisement Charges	-- do --
7.	Charges for Telephone Connections	-- do --
8.	Supply of liveries, badges and other articles of clothing etc. and washing allowances	-- do --
9.	Staff paid from contingencies	-- do --
10.	Typewriter and calculating machines etc.	-- do --
11.	Books and periodicals	-- do --

12.	Repairs to erection and removal of machinery (where expenditure is not of capital nature)	-- do --
13.	Fixture and Furniture	-- do --
14.	Fixtures and Furniture	-- do --
15.	Freight and Demurrage of Wharfage Charges (a) Freight Charges (b) Demurrage or Wharfage Charges	Rs.5,000/- No limit Rs.250/- (in each case)
16.	Hire of furniture etc.	Rs.10,000/- (one each occasion)
17.	Incurring of legal charges	Rs.20,000/- (in each case)
18.	Writing off losses of stores on public money (incl. loss of stamps) not being on account of theft, fraud or negligence	Rs.500/-

- (iv) To open bank accounts in the name of the Society in such banks as are approved by the Board of Governors and to operate the said accounts.
- (v) To visit any Res. Schools/ College/ Institutions run by the Society within the State or to depute any Officer or Member of the Staff to anywhere in the Country to do in connection with the affairs of Society or on training.
- (vi) To sanction, leave, allowances including dearness, house rent, compensatory, traveling and daily allowance, medical benefits and loans and advances to the staff of the Society as provided for in the service regulations.
- (vii) To permit at his discretion, in special cases and for reasons to be recorded in writing, any member of the staff to draw actual expenses incurred by him while on tour, and
- (viii) To allow the Auditor appointed by the Society to have access to the books, accounts and other documents of the Society.

## **12 POWERS AND DUTIES OF THE JOINT SECRETARY, DEPUTY SECRETARY (ACADEMIC) AND DEPUTY SECRETARY (ADMINISTRATION)**

- (a) The Joint Secretary, Deputy Secretary (Academic) and the Deputy Secretary (Administration) shall carry out the functions as are specifically assigned to them by the Chairman or the Secretary.
- (b) The duties of Deputy Secretary (Academic) shall include assisting the Secretary in:
  - (1) all academic matters viz., preparation of curriculum, conduct of admission examinations (for admission of pupils in the T.W. Res. & Ashram Schools and Colleges) drafting syllabi, conduct of workshops and seminars, conduct of examinations in the schools and colleges.
  - (2) Commendation of books and films to be purchased for the libraries of the institutions.
  - (3) Introduction of activities such as Bharat Scouts and Guides, Red Cross, NCC etc.
  - (4) Giving special coaching to the talented children to appear for competitions such as Mathematics, Olympiad, National talent Search etc.
  - (5) Maintenance and Strengthening of the Library of the Society Office.

- (c) In conducting the official correspondence of the society as far as academic matters are concerned.
- (d) The Deputy Secretary (Administration) shall be incharge of the office establishment of the Society. The duties of the Deputy Secretary shall include assisting the Secretary:
  - (1) In preparing the Annual Report of the Society to be submitted to Government.
  - (2) In the inspection of the Schools and Colleges of the Society.
  - (3) In planning and development of the educational institutions of the Society.
  - (4) In looking to the safe custody of all documents/ registers and books of the Society.
  - (5) In safeguarding and maintaining the buildings, gardens, office vehicles and other properties of the Society.
  - (6) In looking to the safe custody of all documents registers and books of the society.
- (e) The duties of Joint Secretary shall be coordination and supervision of the functioning of the Headquarters of the APTWAREIS.
  - (1) In conducting the official correspondence of the Society.
  - (2) In the recruitment of the staff of the Office of the Society, Schools and Colleges.
  - (3) In making purchases for the office of the Society.
  - (4) In the conduct of the meeting of Board of Governors, Standing Committee etc. and in preparation of the minutes of the meeting and dispatch of the minutes to the Members and stipulated in the bye-laws of the Society.
  - (5) In the inspection of the Schools and Colleges of the Society.
  - (6) In planning and development of the educational institutions of the Society.
  - (7) The inspection of the schools and colleges of the Society.
  - (8) Setting up of laboratories in the Schools & Colleges.
  - (9) Supply of teaching aids and A.V. Equipment to the institutions.
  - (10) Encouraging research and innovations in the Schools and Colleges of the Society.

### **13 POWERS AND DUTIES OF THE DEPUTY SECRETARY (ACCOUNTS)**

The Deputy Secretary (Accounts) shall carry out the functions as are specifically assigned to him by the Chairman or the Secretary. The duties shall include assisting the Secretary.

- (i) In the preparation of Budget Estimates, revised estimates for placing them before the Board of Governors.
- (ii) In disbursing the salaries and allowances to the employees of the Society including other persons engaged in the work of the society.

- (iii) In disbursing the traveling and daily allowances to non-official members of the Board and Members of various Committees and
  - (iv) In the internal audit of accounts of the Schools and Colleges
  - (v) In proper maintenance of accounts of Society
  - (vi) In passing all the bills for which sanction has been accorded by the competent authority of the Society.
  - (vii) In maintaining the Cash Book and other relevant account Registers and Documents
  - (viii) In getting the cheque written and submit for Secretary's Signature after the bills are passed.
  - (ix) In the disbursement of the amounts drawn.
14. The powers of the Chairman, Board of Governors, Secretary, Chairman of District Society and Principals of the Schools and Colleges in respect of the conditions of service of the staff of the Society shall be as shown in Appendix-I and II.

**CONDUCT RULES FOR THE EMPLOYEES OF THE ANDHRA PRADESH  
TRIBAL WELFARE ASHRAM AND RESIDENTIAL  
EDUCATIONAL INSTITUTIONS SOCIETY (REGD.), HYDERABAD**

**1. SHORT TITLE AND APPLICATION**

1. These rules shall be called the Conduct Rules for the Employees of the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.), Hyderabad 1997.
2. They shall apply to every person who is borne on the establishment of the Society.

Provided that nothing in these rules shall apply to:

- (a) Persons who are not whole time employees of the Society;
- (b) Persons paid from contingencies; and
- (c) Government servants employed on deputation (they will be governed by the Government Servants' Conduct Rules)

**2. GENERAL**

1. Every employee shall be devoted to his/ her duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
2. No employee shall behave in a manner which is unbecoming of such an employee, or derogatory to the prestige of the Society.
3. No employee shall act in a manner which will place his/ her official position under any kind of embarrassment.
4. Confidential matters relating to the Society and Schools and Colleges should not be divulged to any one.

**3. TEACHERS**

1. Every teacher shall be his personal example not only communicate knowledge in specific subject but also help students to grow to their fullest stature and unfold their personality.
2. Every teacher shall be precept and example, instill in the minds of the students, entrusted to this care, love of the motherland and inculcate in the minds of students respect for law and order.
3. Every teacher shall organise and promote all school activities which foster a feeling of universal brotherhood among the students.
4. Every teacher shall promote tolerance for all religions among the students.

5. The teacher shall always be on the alert to see that students do not take an active part in politics.
6. Every teacher must take his/ her stand against the unhealthy competition in modern Society and must strive his/ her best to instill in the minds of students principles of Cooperation and Social service.
7. Every teacher shall cooperate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well being of students.
8. Every teacher must be strictly impartial in his/ her relations with all his/ her students. He/ she should be sympathetic and helpful particularly to the slow learners.
9. Every teacher must be a learner throughout his life not only to enrich his/ her own life but also of those who are placed in his/ her care. He/ she should plan out his/ her work on approved lines and do it methodically, achieving vigilantly all extraneous activities.
10. Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the society and help him/ her to be creative as well as co-operative.
11. Every teacher should be temperate and sober in his/ her habits and avoid recourse to drinking alcoholic beverages. He/ she should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and in the school premises.
12. Every teacher should have an exemplary moral character.
13. Every teacher must be an advocate of freedom of thought and expression.
14. No teacher shall indulge in or encourage any form of malpractice connected with examination or other school activities.
15. Every teacher should be clean and trim, not casual and informal, while on duty. His/ her dress should be neat and dignified. He/ she should on no account be dressed so as to become and object of excitement or ridicule or pity at the hands of students and his/ her colleagues.
16. Every teacher should be punctual in attendance, in respect of his/ her class work as also for any other work connected with the duties assigned to him/ her.
17. Every teacher shall devote his/ her entire time to the duties pertaining to his/ her profession and shall not on his/ her own account or otherwise either, directly or indirectly, carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative kind without obtaining the prior written sanction of the Secretary.
18. Every teacher shall be present in the school during usual school hours, whether he/ she teaching work or not. Every teacher is expected to take a full and effective part in the co-curricular activities of the schools and the hostels attached to the.

#### 4. JOINING OF ASSOCIATIONS BY EMPLOYEES

No employees shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or Public order.

#### 5. STRIKES

No employee shall participate in any strike or similar activities or incitement thereto.

Explanation: The expression "Similar Activities" include:

1. absence from duty or work without permission;
2. neglect of duty with the object of compelling any superior officer to take or to omit to take any official action;
3. any demonstrative fast, like 'hunger strike' with the object mentioned in item (2); or
4. concerned or organized refusal on the part of the employees to receive their pay.

#### 6. DEMONSTRATIONS

No employee shall participate in any demonstration which is against the interest of the Society or Public Order.

#### 7. GIFTS, SERVICES, ENTERTAINMENTS, ADDRESS AND OTHER FORMS FELICITATIONS

1. No employee shall accept any gift from any person the receipt of which will place such employee under any kind of official obligation or embarrassment in relation to any person.

Explanation: The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him.

Note: A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift. Provided that nothing in this sub rule shall apply to:

- a) gifts of flowers or fruits of trifling value;
  - b) gifts of a value, reasonable in all circumstances of the case, from relations and gifts of a value of less than fifty rupees from personal friends presented to an employee or to any member of his/ her family on ceremonial occasions such as weddings;
  - c) the performance of an occasional service of a trifling character.
2. If any question arises whether the receipt of a gift or the performance of a service places the employees under any kind of official obligation or embarrassment the decision of the Chairman, Andhra Pradesh Tribal Welfare Residential & Ashram Educational Institutions Society shall be final.

**8. LENDING, BORROWING AND INSOLVENCY**

1. No employee shall:-
  - i) engage either by himself/ herself or through others in the business of money lending; or
  - ii) lend or borrow money, either by himself/ herself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.
2. The prohibition in sub-rule (i) shall not apply
  - a) any transaction of an employee with a Co-operative Society registered or deemed to have been registered under the law relating to co-operative societies for the time being in force in the State of Andhra Pradesh.
  - b) an employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself/ herself.
  - c) an employee who belongs to a joint Hindu family caring on the business of money lending as an ancestral profession provided that he does not take active part in that business.

**9. ACQUIRING OR DISPOSING OFF IMMOVABLE OR MOVABLE PROPERTY**

1. No employee shall except after previous intimation to the Secretary acquire or dispose off or permit any member of his family to acquire or dispose off any immovable property by exchange, purchases, sale, gift or otherwise either by himself/ herself or through others.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

2. An employee who enters into any transaction concerning any movable property exceeding Rs.5,000/- in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the Secretary.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Secretary.

3. Nothing in sub-rule (2) shall apply to any purchases made by an employee for the performance of a wedding or a religious or a social function.
4. No employee shall engage in any transaction which is of a speculative character relating to the purchase, sale or exchange of any movable or immovable property.

Provided that sub-rules (1) and (2) shall not apply to:

- a) the acquisition of possession of any property as trustee or administrator; or
  - b) any transaction entered into in connection with the affairs of the society;
5. Every employee, other than a member belonging to class IV of the service of the society, shall submit to the secretary, Andhra Pradesh Tribal Welfare Residential & Ashram Educational Institutions Society, before the 15<sup>th</sup> January every year, a statement of all the immovable properties acquired or owned, inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. If in any year, an employee has not acquired or disposed of any immovable property or any interest therein, he shall submit a declaration to the effect.

**10. PRIVATE TRADE, BUSINESS OR INVESTMENTS**

1. No employee shall engage directly or indirectly in any trade or business except in the course of his /her official duties.
2. No employee shall speculate in any investment.
3. No employee shall make, or permit any member or his /her family to make any investment likely to embarrass or influence him/her in the discharge of his/ her official duties.
4. The decision of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society shall be final in respect of any question under this rule.

**11. PROMOTION AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY**

No employee shall in his / her private capacity, except with the previous sanction of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force.

Provided that an employee may, in accordance with the provisions of any general or specific order of the Chairman take part in the promotion, registration or management of a co-operative society registered under any law relating to co-operative societies for the time being in force in the state.

**12. PRIVATE EMPLOYMENT**

- a) No employee shall, except with the previous sanction of the Chairman, Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society under take any employment or work other than that connected with his /her official duties.

Provided that an employee may, without such sanction under take honorary work of a social or charitable nature or an occasional work of a literary, artistic or scientific character subject to the work condition that such work does not interfere with his / her official duties and subject also to the condition that he / she does not use any material gathered or collected for the purpose of the society, but he /she shall not undertake or shall discontinue such work if so directed by the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society.

Provided further that the previous sanction of the Secretary shall not be necessary for acceptance of an examinership offered by the Union or a State Public Service Commission or a University or any other authority established by the State Government for the conduct of examinations. However, in cases where an employee has to be away from his/her duties for period exceeding three days at a time, the previous permission of the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society has to be obtained.

- b) No employee shall apply for an appointment under any other authority except through the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society and the penalty for any breach of this shall be disciplinary action, which may include dismissal too.
- c) An employee shall not apply more than twice in a calendar year for an appointment elsewhere.

### **13. PUBLICATION OF BOOKS**

No employee shall, without the previous permission of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society publish any book which is not purely of a literacy, artistic or scientific character and no such permission shall be granted in respect of any book which contains any material collected for the purposes of the society. While applying for permission to publish a book, he shall submit to the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society a manuscript copy thereof.

Provided that an employee who publishing a book with the previous permission of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society shall not canvass for its sale in any manner.

### **14. PARTICIPATION IN RADIO BROADCASTS**

No employee shall, except with the previous sanction of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society or in the course of discharge of his/her official duties, participate in a radio broadcast.

Provided that no such sanction is necessary, if such broadcast, is of a purely literary, artistic or scientific character, of it such broadcast relates to a talk arranged under the general or special order of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society and the employee may accept the remuneration prescribed for such broadcasts.

### **15. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION**

No employee shall, except in accordance with the rules of the Society of the bye-laws or any other general or special order of the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society communicate directly or indirectly or any official document or any of its contents or any official information to any other person not authorised to receive the same or to the press.

Provided that if any publication is to be made in a magazine or journal regarding the running of the Residential Schools and management, the Principals should take the prior permission of the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society furnishing a copy of the text (of the matter) proposed to be published.

**16. CONNECTION WITH THE PRESS**

No employee shall, except with the previous sanction of the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society own wholly, or in part, or conduct or participate in the editing or the management of any newspaper or publication.

**17. GIVING EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY**

1. No employee shall give evidence in connection with any enquiry conducted by any committee, commission or other authority except with the permission of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society.
2. Where permission is given under sub-rule(10) no employee giving such evidence shall criticize the policy of the Central Government or of any State Government or of the Society provided that sub-rule(10) shall not apply to:
  - a) Giving evidence before a statutory committee, commission or other authority which has power to compel attendance and giving of answers.
  - b) Giving evidence in judicial enquiries, or
  - c) Giving evidence at any enquiry ordered by the Secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society or Chairman, District Society or Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society.

**18. CRITICISM OF THE POLICY OR ACTION OF THE SOCIETY, STATE GOVERNMENT OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT**

1. No employee shall, by any public utterance, written or otherwise criticize any policy or action of the Society or Government of Andhra Pradesh or any other State Government or the Central Government nor shall he/she participate in any such criticism.
 

Provided that nothing in this rule shall be deemed to prohibit any employee from participating in discussions, at any private meeting solely of employees of the Society, or of any association of such employees of matters which affect the interests of such employees individually or generally.
2. No employee shall, in any writing published by him/her or in any communication made by him/her to the press, or in any public utterance delivered by him/her make nay statement of fact or opinion which is likely to embarrass —
  - (i) the relations between the Central Government or the Government of any State or the people of India or any section thereof, or
  - (ii) the relations between the Central Government and the Government or any foreign State, or
  - (iii) the relations between the Society and the Government of Andhra Pradesh, or the Central Government or any other State Government.

3. An employee, who intends to publish any document or make any communication to the press or deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (2) may arise shall submit to the Secretary the draft of the such document, communication or utterance and shall, thereafter, act in accordance with such orders as may be passed by the Secretary.

#### **19. TAKING PART IN POLITICS**

1. No employee shall be a member of, or be otherwise associated with any political party or any organization which taken part in politics, nor shall he/she participate in subscribe in aide of or assist in nay other manner, any political movement or activity.
2. It shall be the duty of every employee to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government or of a State Government or prejudicial to national security, and where an employee is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Secretary.
3. No employee shall seek election as a member of any Body are of the State or Central legislature. He shall resign his/her job before standing for election as a candidate.

#### **20. VINDICATION OF ACTS AND CHARACTER OF AN EMPLOYEE AS SUCH**

1. No employee shall, except with the previous sanction of the Secretary, have recourse to the press or any court for the vindication of his/her official act which has been subject matter of adverse criticism or any attach of a defamatory character in public.

Provided that nothing contained in sub-rule(1) shall preclude an employee from vindicating his private character or an act do no by him/her in his/her private capacity.

2. No employee, shall except with the previous sanction of the Secretary, accept from any person or body compensation of any kind for malicious prosecution or defamatory attack in respect of his official act, unless such compensation has been awarded by a competent court of law.

#### **21. EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATTERS CONCERNING HIMSELF/ HERSELF, HIS/HER RELATIVES OR DEPENDANTS**

No employee shall deal in his/her official capacity with any matter directly or indirectly concerns himself/herself or any of his/her relatives or dependants.

#### **22. INFLUENCING AUTHORITIES FOR FURTHERANCE OF INTERESTS**

1. No employee shall represent his grievances, if any except through proper channel nor shall be bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.
2. The penalty for contravention of this rule shall, without prejudice to any other penalty, be with holding of his/her promotion wither permanently or for such period as the

secretary, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society. May determine.

### **23. BIGAMOUS MARRIAGE**

1. No employee who has a wife living shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to hi.
2. No female employee shall marry any person who has a wife living.

### **24. APPLICATION FOR PRIVATE EMPLOYMENT**

1. No employee shall apply for private employment or signify his/her willingness to accept such employment without having previously obtained the permission in writing of the appointing authority.
2. Where a person is permitted to apply for or accept private employment, he/she shall resign his/her appointment under the Society immediately on accepting such employment.
3. If a person who is refused permission to apply for or accept private employment wishes to resign his appointment under the Society, such resignation shall ordinarily be accepted.

### **25. RAISING OF FUNDS OR CONTRIBUTION.**

No employee shall, except with the previous sanction of the Secretary, ask or accept contribution to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object, whatsoever.

### **26. ADDRESS WHILE UNDER SUSPENSION**

An employee under suspension, is free to go anywhere he likes, but he shall leave his address with the secretary, Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society / Chairman, District Society as the case may be.

### **27. INTERPRETATION**

1. If any question arises relating to the interpretation of these rules, the decision of the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society shall be final.
2. In respect of matters not expressly provided in these rules wither the rules applicable to the employees of the Government of Andhra Pradesh shall, so far as may be, apply to the employees of the Society.

**SERVICE (DISCIPLINE AND APPEAL) RULES OF THE ANDHRA PRADESH TRIBAL WELFARE  
ASHRAM AND RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY**

**P A R T – I   G E N E R A L**

These rules may be called the Service (discipline and Appeal) Rules. 1997 of the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.) Hyderabad.

2. They shall apply to every person employed in the office of Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society and Andhra Pradesh Tribal Welfare Residential Schools / Colleges except as mentioned in Rule 4 below.
3. They shall be deemed to have come into force with effect from 1998.
4. These rules do not apply to the persons deputed from the State Government of Andhra Pradesh.
5. If any doubt arises as to whether these rules apply to any person. The matter shall be referred to the Chairman. Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society and his decision thereon shall be final.

**P A R T - II   D I S C I P L I N E**

6. 1. The following penalties may, for good and sufficient reason, be imposed upon an employee of the office of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society and Andhra Pradesh Tribal Welfare Residential Schools / Colleges.
  - i. Censure
  - ii. Fine
  - iii. With holding of increments or promotion
  - iv. Reduction to a lower rank in the seniority list or to a lower post, whether in the same class or any other class or category or to a lower time—scale or to a lower stage in a time-scale.
  - v. Recovery from pay of the whole or any part of the pecuniary loss caused by negligenced or breach of orders.
  - vi. Compulsory retirement from service of the Society.
  - vii. Removal from the service of the Society.
  - viii. Dismissal from the service of the Society.
  - ix. Suspension, where a person has already been suspended under rule 7 to the extent considered necessary.
2. a) the discharge of a person appointed temporarily on the expiry of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.
  - b) The reversion of a person from the Society to his parent department shall not amount to reduction within the meaning of this rule.

**EXPLANATION:** The removal of a person from the service of the Society shall not disqualify his from future employment under the Society. But the dismissal of a person from the service of the Society shall disqualify him from further employment under the Society.

- c) The stoppage or postponement of increment on account of extension or probation does not amount to withholding of increments within the meaning of this rule.
  - d) Non-promotion, whether in a substantive or officiating capacity, of a member of the service in class, category of grade of the service, after consideration of his case of merits, a higher class, category or grade in the same service to which he is eligible does not amount to withholding of promotion under this rule.
  - e) The penalty of fine shall be imposed only on persons other than Record Assistant in Class of the service of the Society and on employees paid from contingencies.
7. a) An employee may be placed under suspension from service pending investigation or enquiry into grave charges where such suspension is necessary in public interest.

Provided that where an employee has been suspended by the competent authority and the investigation on has not been completed and the action proposed to be taken in regard to his has not been completed within a period of six months from the date of suspension the fact shall be reported to the Chairman. Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society. If suspended by the Secretary, Andhra Pradesh Chairman, District Society and to the Board of Governors, if suspended by the Chairman, Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions Society, for such orders, as he or it may pass.

- b) An employee who is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours. Shall be deemed to have been suspended with effect from the date of detention by an order of the authority competent to impose the suspension and shall remain under suspension until further orders.
- c) An employee under suspension shall be entitled to the payment of a subsistence allowance at the rate laid down in the F.Rs.
- d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee who has been placed under suspension is set aside on appeal under these rules. And the case is remitted for further enquiry or action or with any other directions, the order of suspension on such employee shall be deemed to have continued in force on and from the date of the original order of dismissal. Removal or compulsory retirement and shall remain in force until further orders.
- e) Where a penalty of dismissal, removal or compulsory, retirement from service upon an employee is set aside, or declared or rendered void in consequence of or by a decision of a court of law, and the authority competent to impose the penalty. On a consideration of the circumstances of the case, decides immediately thereafter to hold a further enquiry against him on the allegation on which the penalty of dismissal removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the authority competent to suspend him from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (f) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

8. The authority competent to impose the penalties specified in rule 6 shall be as specified in the scheduled to these rules.
9. (1) Where, on promotion or transfer, a member of the Society is holding an appointment is another class, category or grade thereof no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of service in the latter class, category, or grade, as the case may be. This provision shall apply also to cases of transfer of promotion of a person from a post under the jurisdiction of one authority to that of another authority within the same class, category or grade.
- (2) Where a person has been reverted or reduced from one class, category or grade of a service to another class, category or grade there no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the class, category or grade, as the case may be from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such class, category or grade.
10. 1. No order imposing on an employee a penalty specified in item (i), (ii), (iii), (v) or item xx (ix) of sub-rule (1) or rule 6 shall be passed, except after.
- (a) The employee is informed in writing of the proposal to take action in regard to him and of the allegations on which the action is proposed to be taken, and is given an opportunity to make any representation he may wish to make. and
- (b) such representation, if any, is taken into consideration by the authority competent to impose the penalty.
- 2.(a) In every case where it is proposed to impose, on an employee, any of the penalties specified in item (iv), (vi). (vii) or (viii) of sub-rule (1) of rule. 6 the authority competent impose the said penalty shall appoint an enquiry officer who shall be superior in rank to the person on whom it is proposed to impose the penalty or shall itself hold an enquiry. In every such case. The grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges, which shall be communicated to the person charged. Together with a statement of the allegation on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case. He shall be required within a reasonable time to file a written statement of his deference and to state whether he desires an oral enquiry or to be heard in person or both. The person charged may, for the purpose of preparing his deference, be permitted to inspect an take extracts from such official records as he may specify. Provided that the enquiry officer may. For reasons to be recorded in writing refuse such permission, if in his opinion such records are not relevant for the purpose of the enquiry or it is against public interest to allow access thereto. On receipt of the statement of deference within the specified time or such further time as may have been allowed, an oral enquiry shall be held if such an enquiry is desired by the person charged or is decided upon by the enquiry officer of is directed by the competent authority. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses who give evidence in person and to have such witnesses called as he may which. Provided that the enquiry officer may. For special and sufficient reasons to be recorded in writing, refuse to call any witness. After the oral enquiry is completed, the person charged shall be entitled to file. If he so desires, a further written statement in his deference. If no oral enquiry is held and the person charged desires to be heard in person a personal herearing shall be given to him. The enquiry officer shall, on completion of the enquiry or the personal hearing of the person charged or both forward the proceedings of the enquiry to the authority competent to impose the penalty unless he is himself such an authority. The proceedings shall contain the charges framed against the person charged along with the grounds therefore, written statement filed in

deference. If any. A sufficient record of the evidence adduced during the oral enquiry a memorandum of the points urged by the person charged during the personal hearing. If any, a statement of the findings of the enquiry officer on the different charges and the grounds therefore.

- (b) Except under very special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred, no pleader or any agent shall be allowed to appear either on behalf of the Society or on behalf of the person charged before the enquiry officer.

Provided that when a request is made by the person sheared for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted, the enquiry officer or the officer to whom an appeal may be preferred shall allow the person charged to be represented by a counsel.

- (c) After the authority competent to impose the penalty mentioned in clause (a) has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiry officer and be given a reasonable opportunity of making a representation within a reasonable time. Not ordinarily exceeding one month. On the penalty proposed. Any representation made in this behalf by the person charged shall be duly taken into consideration by the competent authority before final orders are passed.

Provided that such representation shall be based only on the evidence adduced during the enquiry referred to in clause (a).

- (d) The authority imposing nay penalty under these rules shall maintain a record showing:-
- i. The allegations up on which action was taken against the person punished.
  - ii. the charges framed, if any:
  - iii. the persons representation, if any, and the evidence taken, if any, and
  - iv. the findings and the grounds therefore.
- (e) Every order imposing the penalty shall state the grounds on which it is passed and shall be communicated in writing to the person concerned.

3. (a) Nothing in sub-rule (1) & (2) shall apply where it is proposed to impose on an employee any of the penalties mentioned in rule 6 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose any such penalty is satisfied that for some reason it is not reasonably practicable to hold such enquiry or give such opportunity as is mentioned in the said sub –rule.

- (b) The provisions of sub-rule (2) shall not apply where the Chairman Andhra Pradesh Tribal Welfare Residential and Ashram Educational Institutions society is satisfied that in the interest of the security of the society. It is not expedient to hold such enquiry or give such opportunity.

4. (a) All or any of the provisions of sub-rule (1) and (2) may in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing

be waived where there is a difficulty in observing fully the requirements of these sub-rule and those requirements can be waived without causing any justice to the person charged.

- (b) If any question arises whether it is reasonable to hold any such enquiry or give any such opportunity as is mentioned in sub-rule (1) and (2) of the decision thereon of the authority competent to impose the penalty shall be final.
- (c) The provisions of sub-rule (2) may be waived in the case of deficiency in the stores detected at the time of stock –taking which is caused by negligence or breach of orders while he is incharge of such stores and the authority competent to write off the loss caused to the society by such deficiency is of opinion that the loss does not exceed rupees one hundred and that is should be recovered from the pay of such member. In such a case, the member shall before the recovery is ordered to made from his pay be given a reasonable opportunity of making representation on the penalty proposed.

### PART – III APPEALS

- 5. Every employee of the society shall be entitled to appeal as hereinafter provided form on order passed by an authority:
  - (a) Imposing upon him any of the penalties specified in rule 6 or
  - (b) Placing him under suspension under rule 7.
- 6. (1) In the case of an appeal from an order imposing any penalty specified in rule 6 the appellate authority shall consider;
  - (a) Whether the facts on which the order was based have been established:
  - (b) Whether the facts established afford sufficient ground for taking action: and
  - (c) Whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper provided that
    - (i) No order enhancing the penalty shall passed unless the appellant is given an opportunity of making representation on the enhanced penalty proposed : and
    - (ii) If the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in clauses (iv) to (viii) of rule 6 and an enquiry under rule 10 has not already been held in the case, the appellate authority shall subject to the provisions of that rule hold such an enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry an dafter giving the appellant an opportunity of making representation on the penalty proposed, pass such orders as it may deem fit.
- (2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these rules before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be dis-regarded by the appellate authority if such authority considers for reasons to be recorded in writing that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

7. Every person preferring an appeal shall do so separately and in his own name.
8. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, but shall both contain any disrespectful or improper language. It shall be self – contained with copies of orders or other documents. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the proper channel.

Provided that an advance copy of the appeal may be submitted direct to the appeal authority. Simultaneously with the original which is submitted through the proper channel.

9. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if
  - (i) it is an appeal in a case in which under these rules no appeal lies
  - (ii) it does not comply with all or any of the provisions of rule 14
  - (iii) it is not preferred within two months from the date on which the appellant was informed of the order appealed against and no sufficient cause is shown for the delay.
  - (iv) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal was decided and no new facts or circumstances are adduced which could afford grounds for a reconsideration of the case : or
  - (v) it is addressed to an authority to which no appeal lies under these rules.

Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons therefore

Provided further that an appeal withheld on account merely of the failure to comply with the provision of rule 14 shall not be so withheld if it is resubmitted at any time within one month from the date on which the appellant was informed of the withholding of the appeal, after complying with these provisions.

10. When appeal is withheld, a copy of the order withholding the appeal shall invariably be submitted to the authority to whom the appeal is addressed.
11. No appeal shall lie against the withholding of an appeal by a competent authority.
12. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority on whose order the appeal is preferred with an expression of his opinion.
13. An appellate authority may call for any appeal admissible under these rules which has been withheld by a sub-ordinate authority and may pass orders thereon as it considers fit.
14.
  - (1) (a) The authority by whom an order imposing a penalty specified in rule 6 may be reversed or altered in cases in which an appeal is preferred shall be the appellate authority prescribed in the rules or any higher authority.
  - (b) No appellate authority shall entertain an appeal from any order passed by himself. In such a case, the appeals should be disposed of by the authority next above the appellate authority and, if there is no such authority. By an authority appointed by

the Board of Governors of Andhra Pradesh Tribal Welfare Residential and Ashram Educational institutions society.

- (2) Notwithstanding any thing in sub-rule(1). The Board of Governors of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society may of its own motion or otherwise revise for good and sufficient reasons to be recorded in writing an original order or an order passed on appeal :

provided that an order enhancing a penalty shall not be passed without following the procedure laid down in the provision to sub – rule (1) of rule 12.

15. Nothing in these rules shall operate to deprive any person any right of appeal. Which he would have had, if these rules had not been made in respect of any order passed before the commencement of these rules. An appeal pending at the time when or preferred after these came into force shall be deemed to be an appeal under the rules, and rule 12 shall apply as if the appeal against an order appealable under these rules.
16. The persons deputed from the State Government of Andhra Pradesh shall be governed by the Andhra Pradesh Civil Services (classification control and appeal rules). Provided that where punishment under the rules is warranted the procedure prescribed in those rules shall be followed and the enquiry report together with the findings of the Secretary Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions society or Chairman, District society or chairman, Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society as the case may be shall be forwarded to the Head of the Department from which the incumbent was taken into the service of the society on deputation or the issue of final orders thereon

**ANDHRA PRADESH TRIBAL WELFARE ASHRAM  
AND  
RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY (REGD.) HYDERABAD**

**LEAVE RULES**

**1. SHORT TITLES**

These rules may be called the leave rules of the employees of the Andhra Pradesh Tribal Welfare Ashram and Residential Educational institutions society (Regd.) Hyderabad.

**2. COMMENCEMENT**

These rules shall come into force from 1997.

**3. APPLICATION**

These rules shall apply to every person who is employed in the office of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions society and Andhra Pradesh Tribal Welfare Residential School / Colleges except to the persons paid from contingencies or employed on daily wages.

**4. DEFINITION**

- (a) **Duty:** Duty does not include any period of absence on any leave admissible under these rules except, any period of absence on casual leave during a continuous period spent on duty, any period of absence on public holidays or other holidays declared to be holidays by the competent authority during continuous period spent on duty and any period of absence of public holidays when permitted to be pre-fixed or affixed to leave.
- (b) **Society:** Society means society of Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions society( Regd).
- (c) **Pay:** Pay means the greater of amounts specified below:
- (i) The substantive pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) on the date before the leave commences or
  - (ii) The average monthly pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) earned during the ten complete months proceeding the month in which the leave commences.
- (d) **Half Pay:** Half pay means half the pay (excluding special pay but including overseas pay, technical pay, personnel pay and any other emoluments classed as pay ) on the day before the leave commences or half of the amount specified in item (ii) above which ever is greater.
- (e) **Half pay leave:** Half pay leave means, leave earned in respect of service calculated at the rate of 20 days of every completed year of entire service

diminished by the amount of leave on private affairs and committed leave on medical certificate availed before the term of half pay leave is applicable.

- 5 Willful absent from duty not covered by the grant of any leave will be treated as dies – non for all purposes namely, increment, leave and pension, such absence without leave when it stands singly and not in continuation of any authorised leave of absence will constitute an interrupting of service for the purposes of pension and unless the pension sanctioning authority exercises its powers and treats the period as the leave without allowances, the entire past service will stand forfeited.
6. Leave is earned by duty only. For the purpose of this rule a period spent on foreign service counts as duty if contribution towards leave salary is paid on account of such periods.
7. Leave ordinarily begins on the day on which an employee is transferred or charge is effected and ends on the day on which charge is resumed.
8. Leave cannot be claimed as a matter of right. When the exigencies of service so required, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- 9 An employee who is dismissed or removed from service but is reinstated on appeal or revision is entitled to count his former service for leave.
- 10 An employee on leave may not take any service or accept any employment including the setting up a private professional practice as accountant, consultant or legal or medical practitioner without obtaining previous sanction of secretary, A.P. Tribal Welfare Ashram and Residential Educational Institutions Society (Regd.) Hyderabad.
- 11 A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled to under the rules shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
- 12 Leave at the credit of an employee in his leave account shall laps on the date of compulsory retirement.

Provided that, if in sufficient time, before the date of compulsory retirement, an officer has been denied in whole or in part on account of exigencies of public service, any leave applied for and date as preparatory to retirement. The account of E.L which due to him on the said date of compulsory retirement subject to the maximum limit of 120/60 days so long as the leave granted, including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement does not exceed the amount of leave preparatory to retirement actually denied. The Half Pay Leave if any, applied for by any officer preparatory to retirement and denied in the exigencies of public service being exchanged with E.L to the extent to such leave was earned between the date from which the leave preparatory to retirement was to commence and the date of compulsory retirement.

Provided further that every employee:

- a) Who after having been under suspension is reinstated within 120/60 days as the case may be, proceeding the date of his compulsory retirement and was prevented by reasons of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying

for, subject to a maximum of 120/60 days as the case may be reduced by the period between the date of reinstatement and the date of compulsory retirement.

- b) Who is not retired from service on attaining the age of compulsory retirement while under suspension and was prevented from applying for leave preparatory to retirement on account of having been under suspension, shall be allowed to avail of the leave to his credit subject to a maximum of 120/60 days. As if it had been refused as aforesaid if, in the opinion of the authority competent to order retirement. He has been fully exonerated and the suspension was wholly unjustified.

Provided further that an officer whose service has been extended in the interest of the public service beyond the date of his compulsory retirement may be granted earned leave as under:

- (i) During the period of extension any earned leave due in respect of the period of such extension and to the extent necessary the earned leave which could have been granted to him under the preceding provision had he retired on the date of compulsory retirement.
- (ii) After the expiry of the period of extension:
- (a) The earned leave which could have been granted to him under the preceding proviso had he/she retired on the date of compulsory retirement, diminished by the amount of such leave availed of during the period of extension: and
- (b) Any leave during the period of extension as has been formally applied for as preparatory to final cessation of his duties insufficient time during the extension and refused to him on account of the exigencies of the public service and
- (iii) In determining the amount of earned – leave due in respect of the extension. the earned leave if any admissible under the preceding proviso shall be taken into account.

Provide further that the grant of leave under this rule extending beyond the date of which an officer must compulsorily retire or beyond the date upto which an officer has been permitted to remain in service shall not be constructed as extension of service.

**EXPLANATION** : For the purpose of this rule an officer may be deemed to have been denied leave only if in sufficient time before the date on which his duties finally ceases he has either formally applied for leave as leave preparatory to retirement and has been refused of it on the ground of exigencies of public service or has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid grounds.

**NOTE:** The leave applied for during the last spell of extension of service as preparatory to final cessation of duties and formally refused in the interest of public service only should be treated as refused leave under this rule.

13. **GENERAL** : Every application for leave or extension of leave should be sent to the competent authority through the immediate superior. If any, of the employee applying for leave.

## FORM OF MEDICAL CERTIFICATE

14. Civil surgeon / Asst. Civil surgeon / RMP of ----- after careful personal examination certify that -----is in a bad state of health and he has been under my treatment from ----- to ----- I solemnly sincerely declare that according to the best of my judgment a period of absence from duty is essentially necessary for the recovery of his/her health and recommend that he may be granted leave with effect from-----

Date:

CIVIL SURGEON/  
ASST. CIVIL SURGEON/  
R.M.P

15. An application of an employee for leave or for extension of leave on medical certificate must be accompanied by a certificate from the applicant's medical attendant. Such certificate should clearly state the nature of the illness etc., and duration, the period of absence from duty considered to be absolutely necessary for the restoration of applicant health and the date from which such absence should take effect.
- a) The authority competent to grant the said leave may either accept the medical certificate or the applicant can be asked to secure a second medical opinion by sending him for medical examination either to the DMO / Supdt., of Hospital nearest medical officer available.
  - b) If the medical authority is unable to say that the employee will again be fit for serve, leave not exceeding 12 months in all may be granted. Such leave should not be extended without further reference to a medical authority.
  - c) If an employee declared by a medical authority to be completely and permanently incapacitated for further service. Leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided that the amount of leave as debited against the leave account together with any period of duty beyond the date of the medical authority's report does not exceed six months.
16. An employee who is declared by a medical authority to be completely and permanently incapacitated for further service shall.
- a) If he is in duty, he invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority. However, if he is granted leave, he shall be invalidated from service on the expiry of such leave, and
  - b) If he/she is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.
17. Leave shall not be granted to an employee, whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from service.

18. An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course, the post which he held before proceeding on leave. He/She must report his/her return to duty and await orders. He/she must, if necessary, also submit to such delay as may be required in the interest of the public service.

#### **19. AUTHORITIES TO GRANT LEAVE**

The authorities competent to grant earned leave, surrender leave, leave on private affairs (half pay leave on medical certificate) maternity leave, extraordinary leave. Special disability leave, quarantine leave in case of infectious diseases like small pox, chicken pox and casual leave, special casual leave for undergoing family planning operation, to various categories shall be as shown in appendix.

#### **20. EARNED LEAVE**

An employee in superior service (officers and ministerial categories including record assts.) earned leave for each year of duty on the rate of one eleventh of the periods spent on duty if he is a probationer and at the rate of 1/22 in other cases. The maximum earned leave that may be granted at a time to an employee in superior service shall be 120 days if he is a probationer, 50 days if he is a probationer in last grade service and 20 days in other cases. The account of leave of regular employee should be credited with 30 days earned leave in two installments, 15 days on the first of January and July every year and in the case of temporary employees 8 days for each half year will be credited to their account.

Provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days. For temporary employees the maximum accumulation of leave shall be 30 days.

Provided that earned leave that may be granted exceeding a period of 120 days, but not exceeding 180 days if the entire leave so granted or any portion thereof is spent outside India, Burma, Ceylone, Nepal and Pakistan.

Provided further that where earned leave exceeding a period of 120 days, is granted under the above first provision the period of such leave spent in India, Burma, Ceylone, Nepal and Pakistan shall not, in the aggregate, exceed the aforesaid limits.

Providing that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reasons to believe that the employee will return to duty in its expiry.

#### **21. LEAVE SALARY ADMISSIBLE**

An employee on E.L., is entitled to leave allowance equal to emoluments which he would have been entitled to had he been on duty.

Application for E.L., shall ordinarily be submitted atleast 10 days in advance i.e., before the date from which the leave is required.

## 22. HALF PAY LEAVE

The Half Pay Leave admissible to an employee for each completed year of service is 20 days. The half pay leave may be granted on M.C., or on private affairs. The half pay leave is admissible in respect of period spent on duty and on leave including EOL Employees may avail this leave only on M.C., after two years of service.

## 23. COMMUTED LEAVE

Commutated leave not exceeding half the amount of half pay leave due may be granted on M.C. to approved probationers in superior and last grade services subject to the following conditions.

- i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- ii) When commuted leave is granted double the amount of commuted leave shall be debited in HPL Account.
- iii) The total duration of EL and commuted leave taken in conjunction shall not exceed 180 days.
- iv) It will not be granted leave preparatory to retirement.
- v) In the event of employee tendering resignation or retiring from service before completion of the leave period, the difference of full pay drawn for the employee for the commuted leave period and the half pay admissible for the said period shall be recovered from the employee.
- vi) If an employee is compulsorily retired on account of reasons of ill-health or in the public interest and in the event of his death while on commuted leave no recovery shall be effected.

## 24. EXTRAORDINARY LEAVE

1. Extra-ordinary leave without pay and allowances may be granted to an employee in special circumstances.
  - i) When no other leave is admissible under these rules or
  - ii) When other leave being admissible the employee concerned applied in writing for the grant of extra-ordinary leave.
2. Such leave is not debited against the leave account.
3. In the extra-ordinary circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and 3 years during the entire period of an employee service. The periods spend on such leave shall not count for increments. A bond from temporary employees, granted extra-ordinary leave should be obtained in the prescribed proforma (enclosed).

## 25. SURRENDER LEAVE OR LEAVE WITH ENCASHMENT

1. Every employee may be permitted to surrender straight away not more than 15/30 days earned leave once in 12/ 24 months interval as the case may be and encash the same without going on leave.

2. Every employee shall be paid the leave salary and allowances equivalent to such period of earned leave as is surrendered without any deductions towards PF, Family Benefit Fund or other advances provided that the deduction shall be made for Income Tax where ever applicable.
3. The interval between the surrenders of earned leave should be 12/24 months for 15/30 days during the calendar years respectively. Where the interval is 24 months and more the employees can avail of surrender leave not exceeding 30 days only. The orders sanctioning surrender leave should specifically indicate the date from which the employee is permitted to avail of surrender leave and the years of period of availed, so that necessary entries could be made in his Service Register.

## 26. CASUAL LEAVE

Casual leave admissible to an employee shall be 15 days during the calendar year. No leave including optional holidays can be availed by an employee without the previous sanction. At any time, Casual Leave can not ordinarily be a availed of for more than 8 days. It cannot be combined with any other leave. An employee may be permitted to prefix, suffix and avail intervening holidays or optional holidays provided the total number of days of casual leave and the other public holidays together does not exceed (10) ten days at a time.

Un-availed Casual Leave will lapse at the end of the calendar year. An employee on casual leave shall be treated as on duty.

## 27. SPECIAL CASUAL LEAVE

Special Casual Leave not counting against ordinary Casual Leave shall be granted to an employee when he is required to absent himself from duty owing to any of the following infections diseases or any other disease declared by the public health authorities infections, in his house, for such period as may be recommended by the Health Department of the locality:

Secretary Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions Society (Regd). Hyderabad is the authority to sanction the surrender Leave.

1. Small Pox
2. Chicken Pox
3. Plague
4. Cholera
5. Typhoid
6. Acute Influenza Pneumonia
7. Diphtheria
8. Cerebro Spinal Moninfills
9. Measles.

## 28. MATERNITY LEAVE

1. A competent authority may grant maternity leave on full pay to a married women employee for a period which may extend upto three months.

**EXPLANATION:**

1. The provision of those rules shall apply to the grant of maternity leave in case of confinement and shall apply to such leave in case of miscarriage including abortion subject to the following modifications namely:
  - i) that the leave does not exceed six weeks. and
  - ii) that the application for the leave is supported by a certificate from RMP.
2. Maternity leave may be combined with leave of any other kind, but leave applied for in continuation of the former may be granted only if the request be supported by Medical Certificate.

Note: Regular leave in continuation of maternity leave may also be granted in case of illness of newly “ born baby ” subject to the female employee producing a medical Certificate to the effect that the condition of the ailing baby warrants mother’s personal attention and her presence by the baby’s side is absolutely necessary.

3. Maternity leave may be granted in continuation of other kinds of leave.
4. Maternity leave is not debited to leave account.
5. The period of the leave shall be treated as duty for purpose of calculation of other kinds of leave.

NOTE: When the employee himself catches the infection, regular leave to which is eligible shall be taken by him.

6. When an employee undergoes sterilization operation (Vasectomy or Tubectomy) under the ‘Family Planning’ scheme, the grant of special casual leave should not exceed six working days. The Special Casual Leave should commence from the date of operation.

The special casual leave of six days can be sanctioned to an employee if he has to attend on his spouse who has undergone the sterilization operation.

7. The authority shall insist on production of the certificate from the Medical Officer to the effect that one has undergone the sterilization operation before sanctioning the special casual leave.
8. An employee, who is to participate in sports or games at All India/International level shall be allowed special casual leave for not more than 30 days in calendar year. If the events exceed 30 days, he shall apply for such leave to which he is eligible. However, the special casual leave can be combined with the regular leave for this purpose.

**BOND FOR TEMPORARY EMPLOYEES OF THE SOCIETY GRANTED  
EXTRA-ORDINARY LEAVE :**

Known all men by these present that we ..... In the Department/Office of ..... (hereinafter called 'The Obligor') and Shri ..... Son of ..... (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Andhra Pradesh Tribal Welfare Ashram and Residential Educational Institutions society (Regd.), Hyderabad his successors and assignees (hereinafter call the society) on demand the sum of Rs. .... (Rupees .....) together with interest whereon from the date of demand at present rates for the time being in force on the loans or, if the payment is made in country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India together with all costs payable by the society to the attorney and all charges and expenses that shall or may have been incurred by the society.

Whereas the society has at the request of the above bound on Sri/Srimathi/Kumari ..... Employed as a ..... granted him/her regular leave followed by extra-ordinary leave without pay and allowances for a period of ..... months ..... days with effect from ..... in order to enable him/her to study at .....

And whereas the society has appointed/will have to appoint a substitute to perform the duties of ..... during the period of absence of Smt./Kum..... on extra-ordinary leave.

And whereas for the better protection of the society the obligor has agreed to execute this bond with two sureties with such condition as hereunder written:-

And whereas the said sureties have agreed to execute this bond as sureties on behalf of the obligor:

Now the conditions of the above obligor Sri/Smt./Kumari of the period of the extra-ordinary leave, the post originally held by him/her and serve the society after rejoining for such period not exceeding a period of ..... Years as the society in any other capacity as may be required by the society on a salary to which he/she would be entitled under the rules, the said Sri/Smt./Kum ..... Of his/her heirs executors and administrators shall forthwith pay to the society on demand the said sum of Rs. .... together with interest thereon from the date of demand at present rates for the time being in force on Government loans.

And upon the obligor Sri/Smt./Kum..... and, or Sri/smt./Kum..... the sureties aforesaid making such payment the above written obligation shall be void and no effect, otherwise it shall be and remain in force and virtue:

Provided always that the liability of the sureties herewith shall not be impaired or discharged by reasons of time being granted or by any forbearance act or omission of the society or any person authorized by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the society to sue the obligor & Sri.....

The bond shall in all respect be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary, be accordingly determined by the appropriate courts in India.

The stamp duty on this deed shall be borne and paid by the society.

Signed and dated this ..... Day of ..... one thousand nine hundred and ..... Signed and delivered by the obligor above named Sri ..... in the presence of ..... signed and delivered by the surety above named Sri..... in the presence of .....

for and on behalf of the Secretary,  
A.P.T.W.A.R.E.I.Society (Regd.)  
HYDERABAD.

Signature of the person  
Executing the bond.

SURETIES :-

1. Signature :  
Name & Designation:  
Address :
2. Signature :  
Name & Designation :  
Address :

WITNESS : -

1. Signature:  
Name & Designation :  
Address :
2. Signature:  
Name & Designation :  
Address :

**29. PENSION RULES:**

1. The provisions of A.P. Revised Pension Rules, 1980 issued in the G.O.Ms No.235, S.W. Department dated: 29-11-1991 shall be extended to all the employees of the A.P.T.W.Ash. & Resi. Educational Institutions society who have been defined as inferior category of employees and who retire on attaining the age of 60 years.
2. The following Officers are notified as Pension Sanctioning/Verification authorities:
  - a) Pension Sanctioning Authorities :
    - i. In respect of the employees covered under Class I & II category of posts as per services rules of A.P.T.W.Res. & Ash. Educational Instt. Society. Chairman of the Society
    - ii. In respect of employees covered under Class III & IV category of posts as per service rules of the society including those appointed by the Dist. Collectors as Chairman of the district Society. Secretary
  - b) Pension Verification Authorities:
    - i. For the employees covered under Class I & II posts of the society Accountant General (A & E)
    - ii. For the employees covered under Class III & IV :
      - a. For the employees who are employed in society's Head Office. Director of Local Fund (Audit), A.P., Hyderabad.
      - b. For all those teaching and non-teaching staff working in the districts: Audit Officer: Local Fund Department of concerned Dist.
3. Government authorize all the Principals of A.P.T.W.Res. & Ash. Schools/ Jr. Colleges and the Accounts Officer of the State Head Office of the Society to sanction Anticipatory Pension wherever necessary and to present the bills for drawal and disbursement by Local Fund Officers/Pay & Accounts Officers concerned.
4. Since A.P.T.W.Ash. & Res. Educational Institutions Society is a 100% Grant-in-Aid Institution under Tribal Welfare Department of the State, the employees of the A.P.T.W.Res. & Ash. Edu. Institutions Society are eligible for Pension on par with other employees of Local Bodies, Aided Schools. Thus, drawal and disbursement of Pensionary benefits to the employees of the Society shall be made from Government funds only, as payment of Pension contribution and leave salary contribution from the society has already been exempted by the Government.



**GURUKULAM**

**RECRUITMENT RULES**

**1999**

**(AS AMENDED IN VIII BOG**

**MEETING)**

**HELD ON 17-08-2004.**



**ANDHRA PRADESH TRIBAL WELFARE RESIDENTIAL  
EDUCATIONAL INSTITUTIONS SOCIETY  
(APTWREIS) RECRUITMENT RULES – 1999  
(AS AMENDED IN VIII BOG MEETING HELD ON 17.08.04)**

**1. Constitution:-**

The APTWREIS Society is established as an exclusive Society with the required autonomy and functional flexibility to take care of enrolment and retention of tribal children and improvement in the quality of education imparted to them with Head Quarters at Hyderabad in G.O.Ms.No. 51 Social Welfare (TW-Edn.I) Dept., Dt.03.06.1998. It is registered as a Society with No. 3054 of 1998 under the A.P.(Telangana Area) Public Societies Registration Act, 1350 Fasli (Act 1 of 1350 F). The Society shall be managed by a Board of Governors consisting of 12 Ex-officio members and 7 nominated members, constituted in G.O.Ms.No. 53, Social Welfare (TW Edn.-I) Dept., Dt. 03.06.98. The Rules & Regulations for the day to day management of the affairs of the Society are laid down in Annexure-I to G.O.Ms.No.53 Social Welfare (TW Edn.-I) Dept., 03.06.98. The Memorandum of Association and the Model Bye-Laws, Conduct Rules, Discipline & Appeal Rules & Leave Rules are laid down in Annexure-I and II to G.O.Ms.No. 52 Social Welfare (TW Edn.-I) Dept., Dt. 03-06-98.

**2. Cadre Strength :-**

The existing Cadres of the Society and the scale sanctioned for each category is specified in Annexure-I to these rules. The posts are divided into various classes and each class consists of Category of Posts. The Cadre Strength as it varies from time to time shall be fixed by the Board of Governors. It shall be competent to create new classes, new cadres / posts and abolish the existing ones with the concurrence of the Govt.

**3. Method of Appointment and Appointing Authority :-**

- (i) Subject to the Provisions of these rules, the classes and categories of posts of the Society are specified in Column 1 to 4 while the units of appointment and the appointing authority shall be as specified in columns 5 & 6 of Annexure-II appended to these rules.
- (ii) The Secretary shall follow Bye-Law No.8 of Annexure-II to G.O.Ms.No. 52, Social Welfare (TW Edn.-I) Dept., Dt.03-06-98 for the purpose of undertaking direct recruitment or promotion or deputation or contract appointments to any Teaching & Non-Teaching Posts.

**4. Qualifications & Other Conditions of Recruitment :-**

- (i) The qualifications for each class and category of post with reference to the mode of recruitment specified in Column 5 shall be, as indicated against each entry in column 6 of the Annexure-III appended to these rules. The relaxation for qualifications which may be issued by the Government for posts under the State Govt., may be extended if considered necessary to similar posts under the Society with the approval of B.O.G. which shall while considering, ensure that quality education to ST

students is not effected.

- (ii) The Board of Governors may relax the qualifications in any individual case for valid reasons to be recorded in writing.
- (iii) No person shall be recruited to any post unless he /she has completed 18 years of age on the date of appointment to the Society. The maximum age limits prescribed by the UGC for posts in UGC Scales of Pay and that prescribed by the State Govt. for all other posts in the State Govt. Scales of Pay, as may be amended from time to time, shall be adopted by the Society for direct recruitment and recruitment by transfer.
- (iv) The rule of reservation or special representation Viz., Rule 22 and 22-A of the A.P.State & Subordinate Service Rules as amended from time to time and the special notifications which may be issued by the Govt. for various posts in favour of local Scheduled Tribes from time to time in respect of Scheduled Areas, shall be followed for direct recruitment to the Posts in the Society.
- (v) No person shall be eligible for Promotion or appointment by transfer unless he is an approved Probationer in the Lower Post / Category and has put in not less than three years of service in the Category from which promotion / appointment by transfer is made.

Provided that if a higher length of service is prescribed for any post or posts in Col. 6 of Annexure III to these rules, such higher length of service shall be followed for Promotion / recruitment by transfer to such Posts.

#### **5. Selection / Promotion Committee – Constitution & Functions :-**

- (i) The Secretary shall be appointed by the State Govt.
- (ii) There shall be a Selection / Promotion Committee for filling up Posts in Category (1) to (6) Class II, consisting of the following members :
 

a) Chairman of the Board of Governors	...	Chair Person
b) Commissioner / Director of Tribal Welfare	...	Member
c) Commissioner / Director of School Education or his nominee or Board of Intermediate Education or his nominee	...	Member
( Nominee not Lower in Rank than a Jt. Director)		
d) Secretary APREI SOCIETY	...	Member
e) Secretary, APTWREIS	...	Member Convener
- (iii) The selection/Promotion Committee for all other posts except the posts falling under the units of Dist. Societies, shall comprise of the following:
 

a) Secretary APTWREIS	...	Chair Persons
b) Commissioner/Director of School Education or his nominee (In case of posts of categories 7,8,12,13 and 14 of Class-II and categories 1 to 9 of Class-III only) Commissioner/Director of		

- Intermediate Education or his nominee (In case of posts of categories 9,10 and 11 of Class-II only)  
... Member
- (Nominee not Lower in Rank than a Jt. Director)
- c) One Subject Expert ... Member  
(Nominated by the Chair Person in case of selection only.)
- d) Joint Secretary, APTWREIS ... Member Convener
- (iv) The Selection Committee in respect of all other posts in I.T.D.A. Districts shall consist of the following :
- a) P.O. - I.T.D.A. concerned ... Chair Person
- b) Dist. Educational Officer (Agency) / Dy. E.O. (Agency) ... Member
- c) One Principal of Gurukulam Institutions in the district ... Member Convener  
(To be nominated by Chairperson)
- (v) The Selection Committee for recruitment in respect of the posts in Non-ITDA District shall consist of the following:
- a) District Collector or his nominee (not below the rank of DRO) ... Chair Person
- b) D.T.W.O. ... Member
- c) One Principal of Gurukulam Institutions in the district ... Member Convener  
(To be nominated by Chairperson)
- (vi) a) The Secretary shall be competent to fill up all the non-teaching posts in the Head Quarters Office, Hyderabad, falling under Class III & IV without the media of a Selection/ Promotion Committee, after following the Procedure adopted by the Directorate / Heads of Depts., under the A.P. State & Sub Service Rules.
- b) The Secretary shall be competent to effect promotions to the non-teaching staff of district units in Non-ITDA districts falling under class III and IV without the media promotion committee after following the usual procedure.
- c) The Project Officer, ITDA shall be competent to give promotions to the non-teaching staff of District Units in ITDA districts falling under class III and IV without the media of promotion committee after following the usual procedure.
- (vii) All the out side members of the Selection / Promotion Committee shall be informed of the meeting atleast one week in advance. Three members shall constitute a Quorum.
- (viii) The Secretary / Project Officer, ITDA concerned shall be competent to issue orders of appointment to Persons selected for various Posts. The Project Officer, ITDA, shall be competent to issue orders of transfer all persons in all the Educational Institutions under ITDA from one institution to the other on administrative grounds. In case of transfer, outside the district, a proposal shall be sent by Project Officer, ITDA to the Secretary of the Society.
- (ix) A Candidate appointed by direct recruitment and by Promotion / appointment by transfer shall join duty within a period of 30 days and 15 days of receipt of order respectively, failing which he / she is deemed to have relinquished the order of appointment offered to him.



for one minor punishment the period of stoppage of promotion will be as per existing G.O.s. This amendment will come into effect from the date of issue of amended rules i.e., from 17.08.2004.

#### **8. CONSTITUTION AND CLASSIFICATION OF TRIBAL WELFARE EDUCATIONAL INSTITUTIONS :-**

The Educational Institutions of the Society shall consist of:

- (i) Residential Junior Colleges.
- (ii) Residential Upgraded Colleges handling classes VI to X and Intermediate Classes.
- (iii) Residential PTG Upgraded Colleges handling classes III to X and Intermediate Classes.
- (iv) Residential Schools handling VI to X
- (v) Residential PTG Schools handling classes III to X
- (vi) Any other Institution transferred to Society Managed by Government

**Note** : - The Cadre strength of Teaching Staff in the Prematric Educational Institutions of the Society shall conform to the norm of teacher-student ratio of 1 : 30, i.e., one teacher being set apart for a student or pupil of not less than strength of 30.

#### **9. ABSORPTION IN A.P.T.W.R.E.I.S.**

- (i) Every Teaching and non-teaching employee belonging to APREIS who stand transferred to the APTWREI Society on the date of issue of these rules shall be given an opportunity to opt to the service of the Society or for repatriation to the Service of the Govt. or APREIS.
- (ii) Such option shall be exercised and furnished to the Secretary within such period of time as may be prescribed by the Secretary with the approval of the Chairman.
- (iii) The Procedure for consideration and acceptance of options and conditions of acceptance including rejection of options, shall be prescribed by the Secretary with the approval of the Chairman.
- (iv) The option once exercised and accepted by the Secretary shall be final.
- (v) The number of persons to be absorbed in the Society under each category shall not exceed the sanctioned strength under each such category.

#### **10. Appointments on deputation :-**

Notwithstanding the method of recruitment specified in Col. 5 of Annexure III, where it is considered necessary to fill up a post on deputation terms and conditions, the rules of the State Government governing the terms and conditions of deputation of their own employees as per G.O. (P) No.10 Fin. & Plg., Dt. 21-1-1993 as amended from time to time shall be adopted and followed by the Society.

- (i) Deputation shall be resorted to only when suitable and eligible candidate is not available in the Society Service.

Provided that the selection of a person for appointment to Class II on deputation, shall be approved by the Selection Committee constituted in Rule 5 as above.

- (ii) The Secretary shall be competent to sanction the deputation (in or out) of all Officers falling under Class III provided that the approval of the Board of Governors shall be obtained for a deputation beyond five years.
- (iii) The Secretary may at his discretion, sanction the deputation of the employees of the Society to State Govt. / Departments or other sister institutions or organisation on the same terms and conditions referred to clause (i) above.

#### **11. Appointment on Contract :-**

- (i) In case of non-availability of suitable and qualified officers for appointment to any post in the service of the Society or on deputation, such vacancy may be filled up on contract basis with retired persons or persons drawn from institutions outside the Govt. i.e., Universities, Academic and Autonomous Bodies of State Government provided such persons possesses the required experience, expertise and professional knowledge prescribed for the post.
- (ii) A person who was convicted by a Court shall not be appointed on contract.
- (iii) All appointments on contract to any post falling in Class II shall be approved by the selection committee constituted in Rule 5 above. Similar contract appointments to Class III and Class IV may be made by the Secretary.
- (iv) The period of contract shall be normally two years extendable for another period of two years with the approval of the Chairman of the Board of Governors.
- (v) Every person appointed on contract to any Category shall execute a bond in the form appended at Annexure VI to these rules.
- (vi) Not withstanding anything contained in the above provisions, the Secretary may engage the services of any individual/organisation on a lumpsum contract basis to attend to the work relating to the Society and incur necessary expenditure.

#### **12. Medical Fitness for New Recruits :-**

No person recruited direct to any category or class of posts shall be admitted to duty unless he/she is found to be medically fit by a Medical Officer not below the rank of a Civil Surgeon. A Physical Fitness Certificate prescribed in Rule 10 of Fundamental Rules should be obtained from all new recruits at the time of joining duty.

#### **13. Probation :-**

- (i) Every person appointed by direct recruitment to any category or post shall be on probation for a period of two years within a continuous period of three years. In the case of Promotees the period of Probation shall be one year within a continuous period of 2 years.
- (ii) The appointing authority may extend the period of probation by not more than one year by a specific order.
- (iii) During the period of probation or extended period of probation, the appointment is terminable by either party by one month's notice. After completion of probation, the appointment is terminable by

three months notice on either side. In either case, the Secretary being the competent authority on the Society side, alternatively, the appointment is terminable by payment of a sum equivalent to his gross emoluments excluding conveyance allowance, if any, for the period falling short of such notice. Failure on the part of the employee to give a notice of one month/three months will result in forfeiture of salary for one month or refund of one month's salary, as the case may be besides recovery of the amount equal to one month / three months salary.

#### 14. Pension :-

1. The provisions of A.P. Revised Pension Rules, 1980 issued with G.O. P. No. 88 Fin. & Plg., Dt. 26.03.80 as amended from time to time shall be extended to all the employees of the A.P.T.W.R.E.I. Society as already approved by Govt. in Annexure – II of G.O.Ms.No. 52 Social Welfare (TW Edn.-I) Dt. 03.06.98.
2. The following Officers are notified as pension sanctioning / verification authorities:
  - a) Pension Sanctioning Authorities :
    - i) In respect of the employees covered under Class II Secretary of the  
Category of posts as per service rules of APTWREI Society. Society
    - ii) In RESPECT of employees under Class-III and Class IV  
posts as per Service Rules of the Society including those Joint Secretary,  
appointed by the Project Officers of ITDA/ Collectors Gurukulam
  - b) Pension Verification Authorities :
    - i) For the employees covered under Class II posts of Accountant General (A&E)  
APTWREI Society.
    - ii) For the employees covered under Class III & IV.
      - a. For the employees who are employed in Society's Director of Local  
Office, Hyderabad Fund (Audit), A.P.
      - b. For all those teaching and non-teaching staff Audit Officer,  
working in the districts Local Fund Dept.  
of concerned Dist.

The Principals of Residential Schools or Residential Junior Colleges of A.P.T.W.R.E.I.S. and the Drawing and Disbursing Officer of the State Head Office of the Society may sanction Anticipatory Pension in accordance with the above Rules.

#### 15. Conduct of Employees :-

- i) The Conduct Rules 1997 of the A.P.T.W.R.E.I. Society (Regd.) were approved in G.O.Ms.No. 52 Social Welfare (TW Edn.-I) Dept., Dt. 03.06.1998. Every teacher shall be devoted to his task in such a way that his efforts are rewarded in the form of exemplary results obtained by the students in the examinations conducted by the Society, Edn. Dept., Board of Secondary Education & Board of Intermediate Education, etc., in terms of Rule 3 (17) of the aforesaid rules. The A.P.Civil Services

(Conduct) Rules, 1964 as amended from time to time along with the executive orders and clarificatory orders issued by the Government of Andhra Pradesh shall apply ` mutatis mutandis' are applicable to all the officers and staff of the A.P.T.W.R.E.I. Society in respect of matters not specifically dealt in the Conduct Rules of the Society.

- ii) For the purpose of application of the A.P.Civil Services (Conduct) Rules 1964, the Chairman of the A.P.T.W.R.E.I. Society and the Secretary shall be treated as Government and Head of the Department respectively.

**16. Disciplinary Rules – Imposition of Penalties :-**

- i) The A.P.T.W.A.R.E.I. Society Service (Discipline and Appeal) Rules as approved in G.O.Ms.No. 52 Social Welfare (TW Edn.-I) Dept., Dt. 03.06.98 are applicable to the employees of the Society. The provisions in the A.P. Civil Services (CCA) Rules 1991 as amended from time to time alongwith the executive instructions and clarificatory orders issued by the State Government thereon shall apply ` Mutatis Mutandis' to the officers and staff of the Society in respect of matters not specifically dealt in A.P.T.W.R.E.I. Society Service (Discipline and Appeal) Rules 1997.
- ii) The authorities competent to impose penalties and their Appellate authorities shall be as specified in Annexure-IV appended to these rules ;
- iii) In respect of officers and staff on deputation terms and conditions, the Chairman and the Secretary shall be treated as borrowing authority in respect of posts falling under Class I & II and Class III & IV respectively for the purpose of imposition of penalties under Discipline and Appeal Rules and CCA Rules of the lending departments;

**17. Other Conditions of Service :**

- i) The age of Superannuation of personnel in all categories of employees of the Society other than Class IV employees shall be 58 years. In the case of Class IV employees, the age of superannuation is 60 years ;
- ii) In respect of any service matters, not specifically dealt with in these Rules, the relevant provisions of the A.P.State & Sub-ordinate Service Rules, A.P.Educational Subordinate Service Rules, A.P.Education Service Rules, A.P.Fundamental Rules and Subsidiary Rules, A.P.Public Employment (Regulation of Age of Superannuation) Act 1984 and the Amendment Act 1985, The A.P. ( Regulation of appointments to Public Services and Rationalisation of Staff Pattern and Pay structure ) Act, 1994 as amended by Act 3 of 1998 of as amended from time to time along with the executive orders and clarificatory instructions, shall apply ``Mutatis Mutandis" to the officers and staff of the A.P.T.W.A.R.E.I. Society.

**18. Administration of the Society :-**

- i) The Secretary shall be the executive head of the Society. He shall be responsible for planning, designing, implementing, reviewing teaching activities after policy formulation by the Board of Governors ;

- ii) He shall ensure punctuality in attendance of officers and staff and for this purpose he may cause an attendance register to be maintained ;
- iii) He shall allocate teaching, training work among the members of the Academic Services, financial services, administrative services and last grade service. He shall monitor and review the performance and achievements by designing a suitable management information system ;
- iv) He may delegate to other officers of the Society such of the Administrative, Academic, Financial functions which he may consider to be necessary deem fit.

**19. Annual Confidential Reports :-**

- i) The performance of the officers and staff of Class-I, Class-II and Class-III Services such as PGT, Superintendent which are promotion cadres for Class II Service including those on deputation and contract basis shall be assessed on the basis of annual confidential reports for every year. The form of Annual Confidential Report shall be the same as prescribed by the State Government in G.O.Ms. No.144 & 145 G.A.(Services) Department Dt. 24-05-1998 and as may be amended from time to time.
- ii) For the purpose of the above, the reporting officers, countersigning officer & Head of the Department or Custodian shall be as specified in Annexure-V.
- iii) The reporting officer should furnish the confidential reports to the countersigning officer every year before 30<sup>th</sup> June of the next academic year;
- iv) For the purpose of communication of adverse remarks, representation against adverse remarks and its final disposal, the rules of State Government issued with G.O.Ms.No. 1385 G.A.(Ser.C) Dept., Dt. 31-10-1961 as amended from time to time shall be followed :
- v) The Secretary may formulate performance indicators, with the approval of the Standing Committee for Academic Services of the Society for the purpose of evaluating the performance of Teaching and Staff of the Society. It is open to the Secretary to adopt self assessment and appraisal form as he may consider fit for the purpose of evaluating the performance of academic staff.

**20. Power to interpret and implement the rules / regulations :-**

The Power to interpret rules, regulations and bye-laws vests in the Secretary of the Society who is also empowered to issue such administrative instructions as may be necessary and expedient to give effect to and / or to carry out the purposes of these Rules / Regulations / Bye-laws or generally to secure effective control over the teaching and non-teaching staff of the Society.

Provided that if as a result of any decision of the Secretary as regards the construction of any Rule / Regulation / Bye-law, an employee feels aggrieved, he shall have a right to appeal against such decision of the Secretary, to the Chairman of the Board of Governors whose decision shall be final and binding on all the concerned.

**21. Savings :-**

Nothing contained in these rules shall adversely effect a person holding any post as on the date

of issue of these rules in the matter of regulating his conditions of service.

### ANNEXURE - I (Rule 2)

Statement showing the Classes, Category, Designation and Scale of Pay of Post

SI. No.	CLASS	CATEGORY	DESIGNATION	SCALE OF PAY RS.
1	2	3	4	5
1	I	1	Secretary	Senior Time Scale
				I.A.S. Officer
2	II	1	Jt.Secretary	5040 - 8700
3		2	Dy.Secretary (Acad)	4400 - 8700
4		3	Dy.Secretary (Admn.)	4400 - 8700
5		4	Dy.Secretary ( Accts.)	4400 - 8700
6		5	Academic Guidance Officer	4400 - 8700
7		6	Principal, Res.Jr.College	4400 - 8700
8		7	Principal, Res. Schools	4140 - 8140
9		8	Spl. Grade Physical Director in Sports Schools	4140 - 8140
10	II	9	Jr. Lecturer, Res. Jr.College	3640 - 7580
11	II	10	Vocational Instructor in Res. Jr. College	3640 - 7580
12	II	11	Physical Director in Res. Jr. College	3640 - 7580
13	II	12	Asst. Secretary ( Acad. )	3310 - 6840
14	II	13	Asst. Secretary (Admn.)	3310 - 6840
15	II	14	Asst. Secretary (Accts.)	3310 - 6840
16	III	1	P.G.Teacher	3310 - 6840
17	III	2	Trained Graduate Teacher	2930 - 5960
18	III	3	Physical Director Res. Schools	2750 - 5960
19	III	4	Superintendent (Ministerial Services)	2600 - 5580
20	III	5	Junior Accounts Officer	2600 - 5580
21	III	6	Staff Nurse	2315 - 4880
22	III	7	Art and Craft Teacher	2195 - 4560
23	III	8	P E T, Res. School	2195 - 4560
24	III	9	Librarian	2195 - 4560
25	III	10	Senior Asst.	2195 - 4560
26	III	11	Senior Accountant	2195 -4560
27	III	12	Senior Stenographer	2195 - 4560
28	III	13	A.N.M.	1875 - 3750
29	III	14	Plumber-Cum-Electrician	1875 - 3750

30	III	15	Jr.Asst.	1745 - 3420
31	III	16	Junior Stenographer	1745 - 3420
32	III	17	Typist-cum-Computer Operator	1745 - 3420
33	IV	1	Driver	1525 - 3020
34	IV	2	Record Asst. Cum Xerox Operator	1535 - 2840
35	IV	3	Lab Attender	1535 - 2840
36	IV	4	Cook	1375 - 2375
37	IV	5	Ayah ( Reserved to be filled by Woman Only )	1375 - 2375
38	IV	6	General Purpose Workers including Attenders, Kamati, Kitchen, Helpers, Gardener, Games Boys, Watchman, Sweeper, Public Health Workers, Sweeper, Public Health Workers, Sanitary Workers etc.	1375 – 2375 (Consolidated pay for all future Recruitments)

**ANNEXURE - II ( Rule 3 (i) )****Statement Showing the Unit of Appointment, Appointing Authority etc.**

SL. NO.	CLASS	CATE-GORY	DESIGNATION	UNIT OF APPOINTMENT	APPOINTING AUTHORITY
1	2	3	4	5	6
1	I	1	Secretary	State	State Government
2	II	1	Jt. Secretary	- do-	Chairman
3		2	Dy. Secretary (Acad)	- do-	- do-
4		3	Dy. Secretary (Admn.)	- do-	- do-
5		4	Dy. Secretary (Accts.)	- do-	- do-
6		5	Principal Res. Jr. College	- do-	- do-
7		6	Principals of Res. Schools	- do-	Secretary, Gurukulam
8		7	Spl. Grade Phy. Director In Sports Schools	- do-	- do-
9		8	Jr. Lecturer in Res. Jr. College	- do-	- do-
10		9	Vocational Instructor in Res. Jr. Colleges	- do-	- do-
11		10	Physical Director in Res. Jr. Colleges	- do-	- do-
12		11	Asst. Secretary (Acad)	- do-	- do-
13		12	Asst. Secretary (Admn.)	- do-	- do-
14		13	Asst. Secretary (Accts.)	- do-	- do-
15	III	1	P.G. Teacher	Zonal	- do-
16		2	Trained Graduate Teacher	- do-	- do-
17		3	Physical Director in Res. In Res. Schools	- do-	- do-
18		4	Superintendent	- do-	- do-
19		5	Junior Accounts Officer	- do-	- do-
20		6	Staff Nurse	- do-	- do-
21		7	Art and Craft Teacher	- do-	- do-
22		8	P E T	- do-	- do-
23		9	Librarian	Zonal	- do-
24		10	Senior Asst.	District	Dist. Society Chairman / Secretary in respect of Head Quarter
25		11	Senior Stenographer	- do-	- do-
26		12	Senior Accountant	- do-	- do-
27		13	A.N.M.	- do-	- do-
28		14	Plumber - cum – Electrician	- do-	- do-

29		15	Jr. Asst.	- do-	Dist. Society Chairman / Secretary in respect of Head Quarter
30		16	Junior Stenographer	- do-	- do-
31		17	Typist-cum-Computer Operator	- do-	- do-
32	IV	1	Driver	- do-	Dist. Society Chairman / Secretary in respect of Head Quarter
33		2	Record Asst. - cum - Xerox Operator	- do-	- do-
34		3	Lab Attender	- do-	Chairman, Dist. Society
35		4	Cook	- do-	- do-
36		5	Ayah	- do-	- do-
37		6	General Purpose Workers	- do-	- do-

## ANNEXURE III ( Rule 4 (i) )

## Statement showing methods of Recruitment, Qualifications etc.

S. No.	Class	Category	Designation	Method of Recruitment	Qualification
1	2	3	4	5	6
1	I	1	Secretary	By Deputation on tenure basis of an I.A.S. in the Senior Time Scale of Pay	-
2	II	1	Joint Secretary	By appointment by transfer on tenure basis of an Officer of the rank of Joint Director of the State Government	-
3		2	Dy. Secretary (Academic)	By appointment by transfer on tenure basis of a Principal of Residential Junior College	-
4		3	Dy. Secretary (Admn.)	By appointment by transfer on tenure basis of an Officer of the Tribal Welfare Dept., in the rank of Dy. Director of Tribal Welfare.	<b>Note :</b> An Officer on a lower scale of Pay, if appointed, shall draw his own scale of Pay.
5		4	Dy. Secretary (Accts.)	By deputation on tenure basis of an officer holding the Post not below that of Dist. Treasury Officer / Accounts Officer of the Treasuries & Accounts Dept.	<b>Note :</b> An Officer on a lower scale of Pay, if appointed, shall draw his own scale of Pay.
6		5	Principal, Res.Jr.College	By Promotion from Category 9 of Class-II viz., Junior Lecturer of Residential Jr. College	a) 1 <sup>st</sup> or 2 <sup>nd</sup> Class Post Graduate with not less than 50% marks A pass in the Accounts Test for Executive Officers conducted by the APPSC.
7		6	Principal, Res.School	By Promotion from Category 1 of Class III Viz : Post Graduate Teacher	1) First or Second Class Post Graduate with not less than 50% marks 2) A B.Ed. Degree with not less than 50% aggregate marks both in theory and practicals put together 3) A pass in Accounts test for Executive Officers

					conducted by the APPSC
8		7	Spl. Grade Physical Director in Sports Schools	By Promotion from Category 11 of Class-II viz., Physical Director, Res. Jr. College.	1) A Graduate Degree 2) 1 <sup>st</sup> or 2 <sup>nd</sup> Class PG Degree in Phy. Education with not less than 50% marks 3) 5 years experience as Phy. Director in Res. Jr. Colleges
9	II	8	Junior Lecturer, Residential Junior College	i) By Promotion from Category 1 of Class-III i.e., PGT to the extent of 70% of posts. If no suitable candidate is available for promotion then by contract appointment	1) 1 <sup>st</sup> or 2 <sup>nd</sup> Class Post Graduation Degree with not less than 50% marks in the relevant subject  A B.Ed. Degree with not less than 50% aggregate marks both in theory and practicals put together  2) Minimum 3 years experience as PGT
				ii) By Direct Recruitment to the extent of 30% of posts (or) by appointment on Contract basis	1 <sup>st</sup> or 2 <sup>nd</sup> Class Post Graduation Degree with not less than 50% marks in the relevant subject.  A B.Ed. Degree with not less than 50% aggregate marks both in theory and practicals put together  However, candidates without B.Ed. degree shall be considered with the condition that they should acquire B.Ed., Degree at their cost within 3 years of appointment extendable by 2 years on loss of increments.
10	II	9	Vocational Instructor, Res. Jr. College	By Direct Recruitment  By appointment on contract basis	First or Second Class of P.G. Degree with not less than 50% marks  First or Second Class Degree in the relevant Vocational Discipline  Three Years of experience in the relevant Vocational Discipline in a recognised Public Institution.

11	II	10	Physical Director Res.Jr.College	By Promotion from Category III of Class-III i.e., Phy. Director (Res. School)  By appointment on Contract basis	1) A Graduate Degree  2) 1 <sup>st</sup> or 2 <sup>nd</sup> Class PG Degree in Phy. Education with not less than 50% marks
12	II	11	Asst. Secretary (Academic)	By appointment by transfer on tenure basis of a Principal of Res. School	As in the case of Principal of Res. School
13	II	12	Asst. Secretary (Admn.)	(i) By appointment on transfer of a Principal of Res. School, Class- II - Cat. 7  By Promotion from Cat. 4 of Class III viz., Superintendent	As in the case of Principal Res. School.
14	II	13	Asst. Secretary ( Accounts )	By deputation on tenure basis of an Asst. Treasury Officer / Asst. Accounts Officer of the Treasuries & Accounts Dept.	Adequate experience in the preparation of bills, disbursement of moneys, custody of moneys and other allied matters.
15	III	1	Post Graduate Teacher	i) By Promotion from Category 2 of Class-III viz., Trained Graduate Teacher to the extent of 70% of posts  ii) By Direct Recruitment to the extent of 30% of posts	1) 1 <sup>st</sup> or 2 <sup>nd</sup> Class PG Degree in relevant subject with not less than 50% marks  2) A B.Ed. Degree or its equivalent with relevant subject as methods of teaching and with aggregate 50% of marks in both theory and practicals put together. In case of language pandits, persons having 50% aggregate matks in the Pandits Training may be considered.  3) 3 years of teaching experience in the relevant subject as TGT in a Residential School of Society  1) 1 <sup>st</sup> or 2 <sup>nd</sup> Class Post Graduate Degree in relevant subject with not less than 50% marks

				<p>iii) By appointment on contract basis Note: In case of ST candidates the B.Ed. qualification is relaxable subject to condition that they would be sent for in service training and would acquire B.Ed. degree within 3 years of joining.</p> <p><b>Note :-</b> In case of S.T. Candidates the B.Ed. Qualification is relaxable subject to condition that they would be sent for in service training and would acquire B.Ed. within 3 years of joining.</p>	<p>1) A B.Ed. Degree or its equivalent with relevant subject as methods of teaching and with aggregate 50% of marks in both theory and practicals put together. In case of language pandits, persons having 50% aggregate marks in the Pandits Training may be considered.</p> <p>2) Teaching Experience of not less than 3 years in handling classes 8<sup>th</sup> to 10<sup>th</sup> in a Govt./ Local Bodies/ Aided/ Res. Society Institutions / Recognized Secondary Schools.</p> <p>3) Qualifications in Scouting, NCC, Horticulture, experience in Electronics, Photography, Games and Sports, Playing Musical Instruments, attendance at Summer Science Institutions, Workshops etc., and authorship of books will be desirable.</p>
16	III	2	Trained Graduate Teacher	<p>By Direct Recruitment to the extent of 50% of the vacancies</p> <p>By appointment on contract basis</p> <p>Note: In case of ST candidates the B.Ed. qualification is relaxable subject to condition that they would be sent for in service training and would acquire</p>	<p>i) 1<sup>st</sup> or 2<sup>nd</sup> Class Degree with not less than 50% marks in optional subjects of B.A./ B.Sc., with relevant subjects. In case of language teachers one should have studied the concerned language subject as one of the optionals in Graduation.</p> <p>ii) A B.Ed. Degree or its equivalent with relevant subject as methods of teaching and with not less than 50% aggregate marks in both theory and practicals put together, or Pandits Training in case of Language Teachers with aggregate 50% of marks in</p>

				B.Ed. degree within 3 years of joining.	both theory and practicals put together.  iii) Teaching Experience in any Recognised Secondary School. Experience in handling classes 6 <sup>th</sup> and 7 <sup>th</sup> in a recognized Upper Primary School is a desirable qualification.
17	III	3	Physical Director Res. School	i) By promotion from Cat. 8 of Class III viz., PET (Res. School) to the extent of 70%  ii) By Direct Recruitment to the extent of 30% of vacant posts  iii) By appointment on contract basis	1. A Bachelors Degree 2. A degree in Physical Education or Post Graduate Diploma in Phy. Education 3. 5 years of experience in a Res. School  i) A Bachelors Degree ii) A Post Graduate Diploma in Phy. Education or a Bachelors degree in Physical Education iii) Previous experience in the Discipline of Physical Education in a recognized Secondary School or Res. School is a desirable qualification.
18	III	4	Superintendent (Ministerial – Service)	By promotion from Cat. 10 of Class III viz., Sr. Asst. of the concerned Unit (or) by deputation on tenure basis of a Superintendent of TW Department. If no suitable candidate is available for deputation in T.W. Dept. then by deputation on tenure basis from any other Department	i) A Degree in any discipline ii) A Pass in the Accounts Test for Subordinate Officers Part-I conducted by the APPSC iii) A Pass in Papers 1,2,3 of Dy. Inspectors Tests conducted by APPSC.
19	III	5	Junior Accounts Officer	By Transfer of a suitable & qualified person from Treasury & Accounts Dept.	As prescribed in Treasuries and Accounts Department
20	III	6	Staff Nurse	By Direct Recruitment to the extent of 50% of vacant posts  By Promotion from ANM Category 13 of Class-III with minimum five years experience	Pass in Intermediate examination Should have successfully completed 3 ½ years Nurses Training Course or B.Sc. (Nursing)

21	III	7	Art and Craft Teacher	By Direct Recruitment	<ul style="list-style-type: none"> <li>i) Must have passed SSC/10<sup>th</sup> Class or its equivalent examination</li> <li>ii) Must possess a Govt. Diploma in Arts Course with (a) Free hand outline and model drawing (b) Design (c) Painting</li> <li>iii) A Technical Teacher certificate of Higher Grade in Drawing</li> <li>iv) Three years experience in a recognised Secondary School is desirable or</li> </ul>
					<ul style="list-style-type: none"> <li>i) Must have passed SSC/10<sup>th</sup> Class or its equivalent exam</li> <li>ii) Must Possess a Trade Certificate in the concerned trade issued by any ITI in the state or its equivalent exam or</li> </ul>
					<p>Must have passed the SSC/10<sup>th</sup> Class or any equivalent exam</p> <p>Must possess a Diploma in Carnatic Vocal Music from the Govt. College of Music or from a recognised or reputed Institution TTC in Indian Music of Higher Grade Three years of experience in a recognised Secondary School is desirable</p>
22	III	8	P E T, Res.School	By Direct Recruitment	<p>Must have passed the Intermediate Exam or its equivalent exam</p> <p>Must possess an Under Graduate Diploma in Physical Education</p>
23	III	9	Librarian	By Direct Recruitment to the extent of 50% of vacant posts	A Degree in Library Science from a recognised university

24	III	10	Senior Asst.	<p>i) By promotion from Cat. 15 and 17 of Class III viz., Jr. Asst. and Typists in Combined Seniority.</p> <p>ii) If no suitable candidate is available for promotion then by deputation on tenure basis of a Sr. Asst. in the TW Department. If no suitable candidate is available for deputation in TW Dept. then by deputation from any other department.</p>	<p>i) A Degree holder</p> <p>ii) A Pass in the Accounts Test for Subordinate Officers Part-I conducted by the APPSC</p> <p>iii) A Pass in Papers 1,2,3 of Dy. Inspectors Tests conducted by APPSC.</p>
25	III	11	Senior Accountant	By Transfer of a suitable & qualified person from Treasury & Accounts Dept.	As prescribed in Treasuries and Accounts Dept.
26	III	12	Senior Stenographer	<p>By appointment on Contract Basis</p> <p>By Deputation On Tenure basis of a Senior Stenographer in the Dept. of Tribal Welfare or any Other Govt. Dept.</p>	<p>A Degree holder Must have passed the Govt. Tech.Exam in higher grade both in Shorthand and Typewriting in English and Telugu</p> <p>Must possess a Post Graduate Diploma in Computer Application or Bachelor's Degree in Computer Science</p> <p>Must have an experience of not less than 3 years in a Govt. office or Private Office.</p> <p><b>Note:-</b></p> <p>For a deputationist, a diploma or degree in computer application may not be necessary. It is enough if he / she has computer awareness and hands on experience in computer.</p>
27	III	13	A N M	By Direct Recruitment	<p>i) Must have passed SSC or its equivalent exam</p> <p>ii) Should have successfully undergone and completed 1 ½ years ANM Training Course in an Institution approved by the State Govt.</p>

28	III	14	Plumber – cum – Electrician	By Direct Recruitment	Must have passed 10 <sup>th</sup> class or its equivalent  Must possess a trade certificate in plumbing & electricity issued by an ITI in the State or its equivalent .
29	III	15	Junior Asst.	50% of posts shall be filled by promotion from Category 2 & 3 of Class IV viz. Record Asst. and Lab Asst. on combined seniority. If suitable candidates are not available for promotion in the above categories then by promotion from categories 4, 5 and 6 of class IV on combined seniority. If still vacancy exists then by appointment on contract basis  By Direct Recruitment to the extent of 50% of vacant posts (or)  By absorption of surplus personnel allotted from the surplus pool of the State Govt. (or)  By appointment on Contract basis	i) Must hold a Degree ii) Must possess a certificate in Type Writing in Lower Grade in English issued by the Board of Technical Education or a certificate course in computer from a recognized institution. iii) Must have put in 5 years of service in respect of promotion from Cat.4,5 and 6 of Class-IV and 3 years in respect of Cat.2 & 3 of Class-IV.  i) Must hold a Degree. ii) Must possess a certificate in Type Writing in Lower Grade in English issued by the Board of Technical Education. iii) Must hold a certificate in Computer Applications from a Recognised Institution.
30	III	16	Junior Stenographer	i) By absorption of surplus Personnel allotted from the surplus pool of the State Govt. ii) By Recruitment on Contract Basis	Must have passed the Intermediate or its equivalent Must have passed Higher Grade Typewriting & Short hand in English & Telugu conducted by the Board of Tech. Edn. Must possess a Diploma in Computer applications from a recognized Institution
31	III	17	Typist cum Computer	50% posts shall be filled by promotion from Category 2 &	i) Must have passed Intermediate Exam or its

			Operator	<p>3 of Class IV on combined seniority. If suitable candidates are not available for promotion in the above categories then by promotion from cat.4,5 and 6 of Class-IV on combined seniority. If still vacancy exists then by appointment on contract basis</p> <p>By Direct Recruitment to the extent of 50% of vacant posts (or)</p> <p>By absorption of surplus personnel allotted from the Surplus pool of the state Government (or) by appointment on contract basis.</p>	<p>equivalent exam</p> <p>ii) Must have passed Higher Grade Type Writing in English conducted by the Board of Technical Education.</p> <p>iii) Must have put in 5 years of service in respect of promotion from Cat.4,5 and 6 of Class-IV and 3 years in respect of Cat.2 &amp; 3 of Class-IV.</p> <p>i) Must have passed Intermediate Exam or its equivalent exam</p> <p>ii) Must have passed Higher Grade Type Writing in English conducted by the Board of Technical Education.</p> <p>iii) Must possess a Diploma in Computer Applications from a recognized Institution.</p>
32	IV	1	Driver	Redeployment from surplus pool and if not available by deputation or on Contract	<p>i) Must be able to read &amp; write Telugu and English</p> <p>ii) Must possess a Current Valid Light Motor Vehicle Driving License issued by the Competent Authority</p> <p>iii) Practical experience of driving motor vehicles for not less than 3 years with endorsement to drive a motor cycle and auto rickshaw</p>
33	IV	2	Record Asst. cum Xerox Operator	By promotion from members holding lower posts in class IV viz., category 4,5 & 6.	<p>1. Must have passed SSC/ 10<sup>th</sup> class or its equivalent</p> <p>2. Should be familiar on operation of Roneo Duplicators and different types of Copying Xerox machines.</p> <p>3. Should have completed 5 years of service in the lower grade.</p>

34	IV	3	Lab Assistant	By promotion from members holding lower posts in class IV viz., category 4,5 & 6.	<ul style="list-style-type: none"> <li>i) Must have passed SSC/ 10<sup>th</sup> class or its equivalent</li> <li>ii) Should be familiar in handling lab equipment.</li> <li>iii) Should have completed 5 years of service in the lower grade.</li> </ul>
35	IV	4	Cook	By Direct Recruitment	<ul style="list-style-type: none"> <li>i) Must have passed SSC or its equivalent exam</li> <li>ii) Must possess experience atleast for a period of one year in cooking on a large scale</li> </ul>
36	IV	5	Ayah (Reserved to be filled by Woman Only)	By Direct Recruitment	Must have passed SSC or its equivalent exam
37	IV	6	General purpose workers including Attenders, kamati, kitchen, helpers, Gardener, Games Boys, Watchman, Sweeper, Public Health Workers, Sanitary Worker etc.	<p>50% by Direct recruitment with permission from Member Secretary, or (Weightage for satisfactory and unblemished record as contractual candidate for Direct Recruitment.)</p> <p>By absorption of surplus personnel allotted from the surplus pool of the State Govt. If suitable candidates are not available then by Contract Appointment.</p> <p>50% of posts on Contract basis</p> <p>Note: Persons holding posts in the category shall attend to all items of work entrusted by the Society, notwithstanding the nomenclature or designation of the post held by them on the date of issue of these rules.</p>	<ul style="list-style-type: none"> <li>i) Must have passed VII class or its equivalent exam.</li> <li>ii) Must know cycling.</li> </ul>

## ANNEXURE - IV ( Rule 16 )

## Statement showing the Competent Authorities to Impose Penalties etc., on Officers &amp; Staff

Sl. No	Designation of the Post	AUTHORITY COMPETENT TO		
		Suspend, Pending Enquiry	Impose minor penalty	Impose major penalty
	Class - I			
1	Secretary	As per the AIS DISC & Appeal Rules		
	Class - II			
1	Joint Secretary	Secretary	Secretary	Chairman
2	Dy.Secretary (Acad.)	-do-	-do-	-do-
3	Dy.Secretary (Admn.)	-do-	-do-	-do-
4	Dy.Secretary (Accts.)	-do-	-do-	-do-
5	Principal Res.Jr.College	-do-	-do-	-do-
6	Principal Res.School	PO, ITDA in ITDA Districts. Collector / Secretary in Non-ITDA Districts	PO, ITDA in ITDA Districts. Secretary in Non-ITDA Districts	-do-
7	Spl. Grade Phy.Director in Sports Schools	-do-	-do-	-do-
8	Jr. Lecturer, Res. Jr. College	-do-	-do-	-do-
9	Vocational Instructor,	-do-	-do-	-do-
10	Physical Director, Res. Jr. College	-do-	-do-	-do-
11	Asst. Secretary (Acad.)	Secretary	Secretary	-do-
12	Asst.Secretary (Admn.)	-do-	-do-	-do-
13	Asst.Secretary (Accts.)	-do-	-do-	-do-
	Class - III			
14	P.G.Teacher	PO, ITDA in ITDA Districts. Joint Secretary in Non-ITDA Districts	PO, ITDA in ITDA Districts. Joint Secretary in Non-ITDA Districts	Secretary
15	Trained Graduate Teacher	-do-	-do-	-do-
16	Physical Director Res. School	-do-	-do-	-do-
17	Superintendent (Ministerial Service)	PO, ITDA in ITDA Districts. Joint Secretary Non-ITDA Districts and Head Office	PO, ITDA in ITDA Districts. Joint Secretary in Non-ITDA districts and Head Office	Secretary
18	Jr. Accts. Officer	Secretary	Secretary	Secretary
19	Staff Nurse	PO, ITDA in ITDA Districts. Joint Secretary Non-ITDA Districts	P.O., ITDA in ITDA Districts. Joint Secretary in Non-ITDA Districts	-do-
20	Art and Craft Teacher	-do-	-do-	-do-

21	PETs Res.School	-do-	-do-	-do-
22	Librarian	-do-	-do-	-do-
23	Sr. Asst.	Principal in Schools & Colleges. Joint Secretary in Head Office	P.O. ITDA in ITDA Districts. Joint Secretary in Non-ITDA Districts and Head Office	P.O. ITDA in ITDA Districts. Joint Secretary in Non-ITDA Districts and Head Office
24	Sr. Accountant	Joint Secretary	Joint Secretary	Secretary
25	Sr. Stenographer	-do-	-do-	-do-
26	A N M	Principal	P.O., in ITDA Districts. Joint Secretary in Non-ITDA Districts	P.O., in ITDA Dists. Secretary in Non-ITDA Districts
27	Plumber cum Electrician	Principal	P.O., in ITDA Districts. Joint Secretary in Non-ITDA Districts	P.O., in ITDA Dists. Secretary in Non-ITDA Districts
28	Jr. Asst.	Principal in Schools & Colleges. Joint Secretary in Head Office	P.O., in ITDA Districts. Joint Secretary in Non-ITDA Districts & Head Office	P.O., in ITDA Dists. Secretary in Non-ITDA Districts & Head Office
29	Jr. Stenographer	Joint Secretary	Joint Secretary	Secretary
30	Typist cum Computer Operator	Principal in Schools & Colleges. Joint Secretary in Head Office	PO, ITDA in ITDA Districts. Joint Secretary in Non-ITDAs and Head Office	P.O., in ITDA Dists. Secretary in Non-ITDA Districts & Head Office
	Class - IV			
31	Driver	Principal in Schools & Colleges. Joint Secretary in Head Office	Principal in Schools & Colleges. Joint Secretary in Head Office	P.O., in ITDA Dists. Secretary in Non-ITDA Districts & Head Office
32	Record Asst. cum Xerox Operator	-do-	-do-	-do-
33	Lab Attender	Principal	Principal	P.O. in ITDA Dists. Secretary in Non-ITDA Districts
34	Cook	-do-	-do-	-do-
35	Ayah	-do-	-do-	-do-
36	General Purpose Workers, including Attenders, Kamati, Kitchen Helpers, Gardener, Games Boy, Watchman, Sweeper, Public Health Workers, Sanitary Worker, etc.,	Principal in Schools & Colleges. Joint Secretary in Head Office	Principal in Schools & Colleges. Joint Secretary in Head Office	PO, in ITDA Dists. Secretary in Non-ITDA Districts and Head Office

**APPELLATE AUTHORITY:**

- 1) An appeal against orders of Principal imposing penalties lies with Project Officer, ITDA in respect of ITDA District.
- 2) An appeal against orders of Principal imposing penalties lies with Secretary in respect of Non-ITDA Districts.
- 3) An appeal against orders of Project Officer, ITDA imposing penalties lies with Secretary, Gurukulam.
- 4) An appeal against the orders of Joint Secretary imposing penalties lies with Secretary, Gurukulam.
- 5) An appeal against orders of Secretary, Gurukulam imposing penalties lies with the Chairman of Society.
- 6) An appeal against orders of Chairman lies with B.O.G.
- 7) A higher authority can also exercise any power vested with the lower authorities as competent authority.

ANDHRA PRADESH TRIBAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY  
(A P T W A R E I S )  
FINANCIAL AND ACCOUNTING RULES 1999

**1. General Definitions:-**

Unless otherwise specified in these rules, the terms and phrases defined in the Rules, Regulations, Bye-laws issued with G.O.Ms.No.52 Social Welfare (TW-Edn.I) Department dt.03.06.98 and G.O.Ms.No.53 Social Welfare (TW-Edn.I) Department dt. 03.06.98, shall apply 'Mutasis Mutandis' to these rules;

The Phrase 'Codes & Manuals' - means the Codes and Manuals of the Govt. of Andhra Pradesh such as Financial Code (S); Treasury Code (S); Accounts Code (S); Budget Manual; District Office Manual; Fundamental Rules & Subsidiary Rules; A.P.Civil Services (Travelling Allowance) Rules 1996, as amended from time to time. The Provisions in these `Codes & Manuals` are applicable to matters on which these rules are silent.

Financial Year will be reckoned as a Period of 12 months from 1st April of Calendar Year to 31 March of the next Calendar Year.

**2. Budget Formulation :-**

The Budget Estimates of the Society, incorporating the anticipated receipts or income and expenses/expenditure for each financial year shall be prepared by the Secretary on the same lines on which the Budget of the State Govt. is prepared. The general procedure prescribed in the A.P.Budget Manual and the executive instructions issued by the Govt. from time to time, shall be followed by the Society in preparing the Budget. The Budget Estimates shall also be prepared simultaneously in the form prescribed, if any, by funding agencies other than the State Govt.

The Budget shall be placed before the `Standing Committee for Administration and Financial Matters` for its scrutiny and recommendations.

The Budget Proposals as modified on the basis of the recommendations of the Standing Committee, shall be placed before the Board of Governors for its approval, well before the Commencement of the financial year for which the Budget is prepared.

After approval of the Board of Governors, a copy of the Budget estimates, with changes, if any, carried out into the Budget estimates and a copy may be sent to the State Govt. for information.

**3. Financing of New Schemes / Activities :-**

If during the course of any financial year, it is found necessary to finance any new scheme or activity, which was not included in the Budget Estimates of the year, the approval of the Governors shall be obtained, if the scheme or activity can be financed from within the overall Budget Provision for the year.

**4. Additional Funds for approved new and existing schemes or activities :-**

Subject to the sanction of Board of Governors under Rule 3 above, the Secretary may sanction the incurring of expenditure on new schemes or activities or over and above the sum provided for the existing schemes or for meeting any unforeseen item of expenditure during the year.

**5. Appropriation and Reappropriation of Funds :-**

- i) The funds of the Society shall not be appropriated for any expenditure on any item which has not been included in the approved Budget Estimates except to the extent specified in Rules 3 and 4 above.
- ii) The Secretary shall have Power to Reappropriate funds from one detailed head of account to another detailed head of account and also between sub-detailed Heads of account under a Detailed Head of account subject to the over-all budget Provision not being exceeded.
- iii) The Secretary shall not sanction Reappropriation of funds to any other Detailed Heads from the Provisions made under ` Salaries ` and ` Travel Expenses ` and Vice-versa except with the specific approval of the Chairman.

**6. Regulation of Pay and Allowances :-**

The Pay & Allowances, if the teaching staff who are drawing Pay in the UGC Scales of Pay shall continue to remain as such until those scales are revised by the GOI and extended specifically to such teaching staff of the Society by the Govt. of Andhra Pradesh.

The teaching & non-teaching staff including those in the office of the Society who are drawing Pay in the State Govt. Scales of Pay shall be eligible to draw Dearness allowance, House Rent Allowance, City Compensatory Allowance, etc., from time to time, at the rates sanctioned by the State Government to their offices of similar standing and status.

The special Pays and other allowances as mentioned in the A.P.Civil Services (Travelling Allowance) Rules 1996, as amended from time to time, shall be paid to the teaching and non-teaching staff of the Society in the same manner and or the same rate admissible to Govt. employees of similar standing and status.

The revision of Pay scales, Dearness Allowance, House Rent Allowance, Special pay, Travelling Allowance Rates (except LTC) whichever may be ordered by the Government from time to time, to Govt. employees, shall thereafter be extended to all officers, staff including teaching and non-teaching staff of the Society. The Secretary shall take suitable action to obtain the sanction of Government for additional funds required by the Society to meet the additional expenditure.

The Automatic Advancement scheme of the State Govt. as amended from time to time, shall be adopted to the eligible officers and staff including teaching staff of the Society.

**7. Traveling Allowance Claims :-**

- i) The Tour and Transfer Traveling Allowance claims of the officers, teaching staff & non-teaching employees shall be regulated as per A.P. Civil Services (Traveling Allowance) Rules 1996 and the executive orders of Govt. thereon, as amended from time to time.

- ii) In exceptional circumstances, where the regulation of traveling allowance on tour, as per the above Rules, is likely to cause undue hardship, the Secretary shall be competent to reimburse the actual expenses by the employee. The Secretary shall record reasons for his decision and place before the Board of Governors, such relaxation of rules, for its information.
- iii) Traveling allowance not exceeding the actual expenses incurred by Persons other than the employees on the rolls of the Society, such as Consultants, Retainers, Resource Persons, Visiting Faculty, etc, shall be sanctioned or reimbursed for all the tours / journeys undertaken in connection with the affairs of the Society at rates approval by the Chairman / Secretary case by case or Board of Governors as a Policy.
- iv) The Secretary may depute any employee of the Society to any place in or outside the State for any purpose connected with the activities and functions of the Society subject to the Provisions of A.P.C.S. (TA) Rules, 1996.
- v) The Secretary shall be the Competent Authority to Countersign TA bills of all employees / persons working in Society, Head Quarters including his own TA bills. He may delegate the above function to any senior officer of the Society, with the approval of the Chairman. In case of teaching and non-teaching staff of the Schools, the Principal will countersign while the T.A. bills of Principals will be countersigned by the Project Officer, ITDA in ITDA districts and Secretary of Society in Non-ITDA.
- vi) The T.A. bills of the Principals will be passed by the Secretary of the Society or officer to whom the powers are delegated.

#### **8. Honorarium to Resource Persons & Visiting Faculty etc.:-**

The Guest Faculty, Resource Persons, Visiting Experts, Special invitees who are invited to design, conduct, participate in training programmes, workshops, seminars, Conferences, Consultancies, field visits, etc., for furtherance of the objectives of the Society shall be paid honorarium at such rates as may be prescribed by the Board of Governors.

#### **9. Sitting fees to Members :-**

- i) All Persons not being Govt. employees, who are residents at the Head Quarters of the Society, who are invited to attend the meetings of the Board of Governors and the Standing Committees or any other Committees which may be constituted shall be paid sitting fees and the rates prescribed by the Board of Governors.
- ii) Such other persons who come from out-stations or places to attend such meetings and the Head Quarters of the Society or to attend meetings convened at a place outside the Head Quarters of the Society, shall also be paid TA & DA at the rates prescribed by the Board of Governors.
- iii) The sitting fees mentioned in clause (i) above may include a certain sum to meet in conveyance charges, if a conveyance belonging to the Society is not made available to such member for attending the meetings.

Govt. employees as well as persons who are engaged on whole-time basis by the Society and drawing monthly salaries or remuneration for services rendered will not be entitled to any sitting fees.

**10. Medical Expenses:-**

The Officers, teaching and non-teaching staff of the Society shall be entitled to medical reimbursement, as applicable to Govt. employees of similar standing and status, as may be amended from time to time.

**11. Loans & Advances:-**

The employees of the Society may be granted non-interest bearing advances for the Festival advance, subject to the same rules & regulations which are prescribed by the Govt. for their employees.

All other interest – bearing advances may be sanctioned to all eligible employees on par with government employees at rates sanctioned by government from time to time subject to the existence of Budget Provision in the annual budget of the Society.

**12. Hospitality Expenses:-**

The Secretary shall be the Competent Authority to sanction Hospitality Charges in connection with the Visit of Dignitaries who are associated with the research, consultancy, training etc., of the Society, subject to the Budget Provision existing under the Head - Hospitality Expenses

**13. Purchase of Materials, Equipment, Books, Vehicles etc.:-**

The Society's requirements for various purposes, e.g. furniture, chemicals, Laboratory and Scientific instruments, appliances, statutory articles, articles of diet, equipment for residential boarders, Material for Construction of buildings departmentally, manufactured stores, tools and plants, books, publications, periodicals, etc shall be estimated annually on the lines prescribed in ` Codes & Manuals `. Proposals for their Purchase shall be placed before the Purchase Committee which may be constituted with the approval of the Standing Committee for Administrative and Financial Matters (vide bye-law 6 (b) of Annexure-II to G.O.Ms. No.52 Social Welfare (TW-Edn.-I) Department dt. 03.06.98).

**14. Procedure for Purchases:-**

- i) Bye-law No.7 of Annexure-II appended to G.O.Ms. No.52, Social Welfare (TW Edn.-I) Department dt. 03.06.98 deals with the Contracts and suits of the Society. Quotations shall be invited for all purchases if the value of each item exceeds Rs. 2,000/- but does not exceed Rs. 20,000/- subject to the condition that the total purchases in the financial year do not exceed Rs. 2,00,000/-.
- ii) Limited Tender System shall be adopted by inviting tenders from limited firms trading in such items, if the value of each item exceeds Rs. 20,000/- but does not exceed Rs.1,00,000/- subject to a Ceiling of Rs. 5,00,000/- per annum.

- iii) The Secretary will have the following options for procurement, when the value of each item exceeds Rs. 1,00,000/-
  - a) To call for open tenders;
  - b) To operate on Central Govt. / State Govt. Rate Contracts Rates
- iv) The Stores Purchase Policy of the Govt. laid down by the State Govt., as modified from time to time, shall also be given due consideration, if it is advantageous to the Society.
- v) Except to the extent specified above and also in rule 12, the general provisions of A.P. Financial Code in regard to invitation of tenders and their acceptance may be adopted by the Society.

#### **15. Works:-**

- i) Subject to the sanction of Budget Provision for the execution of public works of the Society by the Board of Governors, the Secretary is empowered to get all such works executed through the agency of Tribal Welfare Engineering Dept.
- ii) The Secretary shall, however, be Competent to execute emergent Public Works of the Society. There shall be constituted a Works Committee which may consist of the Secretary and an ex-officio member of not below the rank of an Executive Engineer of the Tribal Welfare Engineering Dept. or the Roads & Building Dept., of the Govt. of Andhra Pradesh. This Committee shall be Competent to decide the agency for execution and shall be Competent to accord administrative and technical sanctions.

#### **16. Contracts:-**

As provided in Bye-law No.7, the Secretary shall sign and execute contracts and agreements on behalf of the Society in accordance with the Procedure laid down in `Codes & Manuals`.

#### **17. Financial & Administrative Powers:-**

- i) Unless otherwise Provided in these Rules and the Bye-laws, the Secretary may exercise all financial and administrative powers vested in Heads of Departments under the A.P. Financial Code, Fundamental Rules & Subsidiary Rules, A.P. Traveling Allowance Rules 1996, etc, as amended from time to time.
- ii) The Power of the State Govt. under the `Codes & Manuals` shall be exercised by the Chairman of the Board of Governors in respect of all such matters relating to the Society.
- iii) The Secretary shall also be Competent to incur expenditure as per the Powers Vested in Category-I Training Institutions, specified in G.O.Ms.No.561 GA (ARST.III) Dept., dt. 7.10.89 as amended from time to time, in relation to similar activities undertaken by the Society, to any of the Provisions in the Bye-laws or the Rules of the Society.

#### **18. Permanent Advance:-**

- i) A Permanent advance may be held in the Head Quarters Office of the Society and also in the Educational Institutions functioning under the Control of the Society.

- ii) The quantum of advance may be fixed by the Secretary with the approval of the Chairman of the Board of Governors.
- iii) The Procedure prescribed for determining and holding a Permanent advance as laid down in the relevant articles of A.P. Financial Code shall be adopted.

**19. Imprest:-**

An Imprest or Temporary Advance may be drawn on an Abstract Contingent Bill for the purpose of meeting expenditure on activities by the Research, Consultancy, Training etc. The amount of imprest shall be equal to the Probable expenditure proposed to be incurred on each occasion for each single item of activity. No second advance or imprest for the same purpose shall be drawn without rendering accounts for the previous advance in the form of Detailed Contingent bill and without remitting the unutilised imprest balance of the previous advance. All advances drawn under this clause shall be adjusted immediately after the completion of the event or within two months from the date of drawal whichever is earlier.

**20. Procedure for withdrawal of Moneys:-**

- i) The Secretary shall draw and disburse the moneys required for the Society in the form of a cheque(s) on the Bank(s) with which the funds of the Society are lodged.
- ii) The Secretary may delegate his Power of drawal to any officer with the approval of the Chairman of the Board of Governors. The officer or officers so delegated shall be called a Drawing & Disbursing Officer of the Society.
- iii) After the expenditure or Payment is sanctioned by a Competent Authority, a bill shall be prepared in the prescribed form which shall then be passed for a sum both in words and figures, a cheque signed by the authorised Joint Signatories Viz: Jt.Secretary and the Drawing & Disbursing Officers, shall be presented at the Bank in which the funds of the Society are lodged.
- iv) The amounts thus drawn should be accounted for properly and accurately in the books of Accounts of the Society.
- v) Amounts required for salary of Low Paid Employees, TA, Honorarium, sitting fees, etc. shall be drawn on self – cheques by the Drawing & Disbursing Officer and disbursing as per the Procedure prescribed in ` Codes & Manuals ` . Salaries of Officers may be paid in the form of cheques drawn on the Bank accounts of the officers concerned.
- vi) Payments to outsiders may be made in cash if such payment does not exceed Rs.1,000/-.
- vii) All Payments or release of moneys except towards salaries, TA, Honorarium, sitting fees, shall be made to the persons concerned through crossed cheques drawn on Bank accounts and shall not be made in Cash except for miscellaneous Contingent expenditure not exceeding Rs. 1,000/-
- viii) Separate acknowledgements duly stamped wherever necessary shall be obtained for all payments / disbursements made from the funds of the Society as unimpeachable evidence of payment or disbursement.

**21. Maintenance of Books of Accounts:-**

- i) The following books of accounts shall be maintained by the Society :
  - 1) Cash Book with Cash and Bank columns ; 2) Ledger & Journal ; 3) Register of Money Orders, Bank Drafts, Cheques; 4) Receipt books for collection of revenue and a consolidated register of printed Receipt books; 5) Cheque books and a Register of Cheque books; 6) Cheques issue Register; 7) Register of Bills passed for payment; 8) Acquaintances Register; 9) Register of Contingent Charges; 10) Permanent Advance Register and a consolidated Register of Permanent Advances of all Institutions of the Society 11) Register of Imprests 12) Register of Loans and Advances & their recoveries; 13) Register of Deposits and their Refunds; 14) Register to watch budget appropriations; 15) Stock register of articles of consumable nature 16) Stock registers of articles, equipment, furniture and other assets of Permanent nature, Library books and Publications; 17) Register of Grant-in-aid, contribution, donations etc; 18) Register for classification of Receipts and Payments of the Society (Posting register); for the preparation of monthly and annual accounts; 19) Register showing the Sundry Debtors and Sundry Creditors; 20) Register of Misc. Income / Receipts; 21) Register of Investments & Bank Deposits; 22) Register of audit objection and their settlement.
- ii) All fixed and permanent assets of the Society shall be entered in an Inventory Register in the prescribed form and maintained upto date.
- iii) The Society shall also maintain such other forms and registers as may be necessary for the financial and day to day administration of the Society.
- iv) The Proforma of forms and registers as laid down in ' Codes & Manuals ' shall be adopted by the Society with suitable modifications wherever necessary, in consultation with the Auditor of the accounts of the Society, if necessary.
- v) The Principles and the manner of maintenance of registers and accounts shall be the same as laid in the ' Codes and Manuals ' of the State Govt. as modified from time to time.

**22. Cash book - Reconciliation of Bank Balances:-**

- i) A Cash book shall be maintained with cash and bank columns for recovering in entries relating to receipts and payments of the Society. Such entries shall be recorded as and when transactions occur.
- ii) The Cash book and another subsidiary accounts in the Permanent advance register, UD Pay Register, contingent register, shall be closed at the close of every working day and the balances recorded, verified and certified by the Drawing & Disbursing Officer.
- iii) The DDO shall Cause reconciliation to be done between the balances as recorded in the Cash book with the balances in the Bank Pass books at the close of every month and get the differences, if any, between them, reconciled expeditiously.
- iv) At the close of every financial year, the DDO shall cause to obtain balances in the Banks and the credit of the Society and get it recorded in the Cash Book under his attestation.

**23. Stock Register:-**

- i) Stock Registers in the form laid down in 'Codes and Manuals' shall be maintained separately for articles of consumable nature and articles of Permanent nature including Library books and Publications.
- ii) At the close of every financial year, the balances in the stock registers shall be verified Physically by a responsible officer unconnected with the maintenance of stock registers and a Certificate of such Verification recorded thereon under the signature of the Verifying officer.
- iii) If such Physical Verification discloses discrepancies, action should be taken to fix up responsibility for losses & deficiencies and to recover the cost from the persons reasonable.

**24. Preparation of Account Records and Audit:-**

- i) The Society shall prepare a monthly account of Receipts and Payments by 10<sup>th</sup> of the succeeding month.
- ii) It shall also prepare an annual account of receipts and payments and an annual statement of assets and liabilities within two months from the close of the previous financial year.
- iii) The accounts so prepared by the Society shall be got audited annually within three months from the close of the financial year, by the Auditor appointed under the Rules & Regulations covered in Annexure-I to G.O.Ms. No. 53 Social Welfare (TW-Edn.-I) Department dt. 3.6.98.
- iv) The Auditor shall certify in correctness of annual accounts and the annual statement of assets and liabilities and furnish a certificate of utilization of Grant-in-aid, etc. recovered by the Society during the previous year from the State Government and other sources.
- v) The Auditor shall also specify in his report, all classes of irregular, illegal or improper expenditure or failure to recover moneys and other properties due to the Society, loss or wastage of money or other property caused due to negligence or misconduct or misappropriation or collusion or fraud or breach of Trust.
- vi) The Board of Governors may fix the remuneration payable to the Auditor and the amount so fixed may be paid to the Auditor only after the audit is satisfactorily completed.
- vii) The Secretary shall take appropriate action to rectify the defects or make good the losses etc. within a period of two months from the date of receipt of the audit report from the Auditor and report compliance to the Auditor or the Board of Governors.
- viii) The DDO shall with the approval of the Secretary, devise suitable internal Audit system with a view to eliminating the financial and accounting irregularities being pointed out by the External Auditors like the Chartered Accountant and the Accountant General.

**25. Financial Management:-**

Notwithstanding anything contained in the above rules and subject to the overall supervision and control of the Secretary, the DDO shall be responsible for the financial administration of the Society which includes among others, the preparation of budget, realisation of the amounts due to the Society,

drawing and disbursement of moneys, payment for supplies and services, custody of cash, investments, bank accounts, maintenance of account records, audit and replies to audit objections.

**26. Properties of the Society:-**

All the Properties belonging to the Society shall be deemed to be vested in the Court of Andhra Pradesh but shall be referred to as the ` Property of the Society `.

**27. Suits and Proceedings by & against the Society:-**

The Society may sue and be sued in the name of the Secretary, APTWAREIS.

**28. Borrowings & Lending:-**

The Society shall not borrow or lend from any agency or to any agency as the case may be, without the specific prior approval of the State Govt.

**29. Amendment to Rules:-**

It shall be open to the Board of Governors to modify or amend any of these rules

**30. Savings:-**

Nothing contained in these rules shall adversely affect any action already taken or being taken by the Society in accordance with the already existing Bye-laws, Rules and Regulations, etc.

\* \* \*

## **AMENDMENTS AFTER VIII BOG (UPTO XVII BOG)**

### **Amendment in IX BOG held on 27.01.06:**

Departmental tests are exempted for 1<sup>st</sup> promotion to the non-teaching staff, who crossed 45 years as per the existing rules of Government.

### **Amendment in XI BOG held on 09.08.07:**

The posts of Principals / JLS/ PD(C) and Sr.Asst. posts shall be treated as Zonal posts. The zonalization shall be effected without prejudicial to the interest of the existing staff. Candidates shall be allotted to the zones as existing (or) as per their choice. However local candidates shall get precedence over non-local candidates at the time of re-allotment.

### **Amendment in XIII BOG held on 01.11.08:**

- (i) Board of Governors is empowered to sanction any works of capital nature not exceeding Rs.5.00 Crores at-a-time. Any work of capital nature where estimated cost exceeds Rs.5.00 Crores shall be referred to the Government for consideration.
- (ii) The Chairman of Boards of Governors is empowered to sanction any works of capital nature not exceeding Rs.10.00 lakhs at-a-time.
- (iii) The Secretary/ Member Secretary of the Board is empowered to sanction works of capital nature not exceeding Rs.5.00 Laksh at-a-time.

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## AMENDMENTS IN 21<sup>ST</sup> BOG MEETING HELD ON 24.09.2012

1. Delegation of powers and duties to the Vice-Chairman.
  - 1) The Vice Chairman shall assist the Chairman in all matters and shall exercise such other powers and perform such functions as may be delegated to him by the Chairman.
  - 2) The Vice Chairman henceforth exercises the following powers vested with Chairman as mentioned in the Bye-laws 6 and 8;
    - a) Vice-Chairman is the Chairman of (2) Standing Committees i.e.,
      - (1) the Standing Committee for Administrative and Financial matters and
      - (2) the Standing Committee for Academic matter.
    - b) The Vice-Chairman is the Appointing authority to the following cadres.

<b>CLASS (1)</b>	<b>CATEGORY (2)</b>	<b>POST (3)</b>	<b>APPOINTING AUTHORITY (4)</b>
Class-II	Category-1	Jt. Secretary	Vice- Chairman
	Category-2 Category-3 Category-4	Deputy Secretary - Academic -Admin -Accounts	-- do --
	Category-5	Principals of APTW Res. Jr. Colleges	-- do --

- 3) When the Office of the Chairman is vacant, the Vice-Chairman shall perform the function of the Chairman until further arrangements are made by the Government. He shall preside over the meetings of the Board of Governors in the absence of Chairman.
- 4) The Vice-Chairman shall have power to appropriate funds from one unit of appropriation to another subject to the following restrictions namely;
  - (1) that the total sanctioned expenditure is not thereby exceeded,
  - (2) that such re-appropriation shall not have the effect of involving the Society in future outlay in the succeeding years of any scheme.
- 5) The Vice-Chairman shall have the power to write off irrecoverable values of stores, books etc. upto Rs. 10,000/- provided that the loss is not on account of serious negligence on the part of any employee of the Society, theft or any defect of system.
- 6) The Vice-Chairman shall have the power to take disciplinary action against the officers noted under Class II under Category from 1 to 4 for imposition of major penalty except on anyone who are on deputation from Government service in whose cases; he shall send a report to the parent department with his recommendation. The Chairman would be the appellate authority in such cases.

**The authority competent for imposition of penalties as agreed to in this meeting is as under:**

Sl. No	Designation of the Post	AUTHORITY COMPETENT TO			Appellate Authority
		Suspend, Pending Enquiry	Impose minor penalty	Impose major penalty	
	Class - II				
1	Joint Secretary	Secretary	Secretary	Vice-Chairman	Chairman
2	Dy.Secretary (Acad.)	-do-	-do-	-do-	-do-
3	Dy.Secretary (Admn.)	-do-	-do-	-do-	-do-
4	Dy.Secretary (Accts.)	-do-	-do-	-do-	-do-
5	Principal Res.Jr.College	-do-	-do-	Secretary	Vice-Chairman
6	Principal Res.School	PO, ITDA in ITDA Districts. Collector / Secretary in Non-ITDA Districts	PO, ITDA in ITDA Districts. Secretary in Non-ITDA Districts	-do-	-do-
7	Spl. Grade Phy.Director in Sports Schools	-do-	-do-	-do-	-do-
8	Jr. Lecturer, Res. Jr. College	-do-	-do-	-do-	-do-
9	Vocational Instructor,	-do-	-do-	-do-	-do-
10	Physical Director, Res. Jr. College	-do-	-do-	-do-	-do-
11	Asst. Secretary (Acad.)	Secretary	Secretary	-do-	-do-
12	Asst.Secretary (Admn.)	-do-	-do-	-do-	-do-
13	Asst.Secretary (Accts.)	-do-	-do-	-do-	-do-

- 7) The Vice – Chairman shall be the authority to which an appeal against an order of the Secretary is made, imposing a penalty upon a person holding a post in Class II(Category 5 to 13, )Class-III category 14 to 22 and class IV categories 31 to 35 of Head Office Posts.

- 8) The Vice-Chairman shall be the authority to sanction the incurring of expenditure (recurring and non-recurring) without an upper limit over and above the financial powers of the Secretary detailed in Rule -11 of the Bye-laws subject to availability of funds.

**2. Revising the norms of Financial Powers to the Secretary / Vice-Chairman / Chairman / BOG under capital nature of works to the Amendment made in XIII BOG meeting held on 01-11-2008**

<b>S.No.</b>	<b>Designation</b>	<b>Financial norms for sanction at a time to a single work/number of works.</b>
1.	Secretary	Not exceeding Rs.25 Lakhs at a time.
2.	Vice-Chairman	Not exceeding Rs.3 Crores at a time
3.	Chairman	Not exceeding Rs.4 Crores at a time
4.	BOG	Not exceeding Rs.5 Crores at a time
5.	Government	Over and above Rs.5 Crores at a time.