

SERVICE RULES (SPECIAL)

ANDHRA PRADESH CO-OPERATIVE

SERVICE RULES, 1989

[G.O.Ms.No. 262. F&A, (Co-op.II), Dt. 18-4-1990]

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the rules issued in G.O.Ms. No. 1698, Food and Agriculture, dated the 25th June, 1964 the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Co-operative Service.

Rule 1. Short title:— These rules may be called the Andhra Pradesh Co-operative Service Rules, 1989.

Rule 2. Constitution:— The service shall consist of the following categories of posts:

Category (1) : Additional Registrar of Co-operative Societies,

Category (2) : Joint Registrar of Co-operative Societies.

Category (3) : Deputy Registrar.

Category (4) : Deputy Registrar.

Rule 3. Method of appointment:— Subject to the other provisions in these rules, the method of appointment for several categories shall be as follows:—

Category	Method of appointment
1	2
1. Additional Registrar of Co-operative Societies.	by promotion from Category (2)
2. Joint Registrars.	by promotion from Category (3)
3. Special Cadre Deputy Registrars	by promotion from Category (4)
4. Deputy Registrars.	(a) by direct recruitment ; (b) by appointment by transfer from the category of Co-operative Sub-Registrar in Andhra Pradesh Co-op. Subordinate Service Rules; (c) by appointment by transfer from the category of Section Officers ' [or private secretaries to secretaries to Government] of the Departments constituting single unit in the Andhra Pradesh Secretariat Service. (d) By appointment by transfer of Special category Stenographers in the office of the Commissioner for Co-operation and Registrar of Cooperative Societies.

1. Inserted by G.O.Ms.No. 34, A & Co-op. (Co-op.II), dt. 11.2.1999.

2. Added by G.O.Ms.No. 1651 F&A (Co-op.II), dt. 24.12.1992. Pub. in A.P. Gaz. Pt. I (ext.), dt. 11.1.1993.

Note:— In every unit of ten vacancies, first 4 vacancies shall be filled in by direct recruitment; the next five vacancies by transfer from the category of Co-operative Sub-Registrars and the last vacancy by transfer from the category of Section Officers or private secretaries to secretaries to Government] of Andhra Pradesh Secretariat Service:

Provided that if no suitable Section Officer of the Andhra Pradesh Secretariat Service is available for appointment by Method (c) such vacancy shall be filled in by Method (b) above.

Provided further that in every third unit of 10 vacancies against the 5 vacancies earmarked for appointment by recruitment by transfer from the Category of Co-operative Sub-Registrar, Special Category, Stenographers working in the office of the Commissioner for Co-operation and Registrar of Co-operative Societies shall also be considered if they satisfy the qualifications prescribed in Clause (b) of Rule 7 along with other eligible Co-operative Sub-Registrars.

Rule 4. Unit of appointment:— For the purpose of recruitment, appointment, discharge for want of vacancy, reappointment, seniority, promotion, transfer and posting and appointment as full member to the post specified in Column (2) of the table below, the unit of appointment shall be as specified in Column (3) thereof:

Category	Post	Unit of appointment
1	2	3
1. Deputy Registrar of Co-operative Societies.	Zone-1 Zone-11 Zone-III Zone-IV Zone-V Zone-VI	Srikakulam, Vizianagaram and Visakhapatnam Districts. East Godavari, West Godavari and Krishna Districts Guntur, Prakasam and Nellore Districts Chittoor, Cuddapah, Anantapur and Kumool Districts. Adilabad, Karimnagar, Warangal and Khammam Districts Hyderabad, Nizamabad, Mahabubnagar, Medak, Nalgonda and Ranga Reddy Districts.

Provided that the posts of Deputy Registrars in the office of the Commissioner for Co-operation and Registrar of Co-operative Societies or in the Office of the other Heads of Departments or in other State Level Government offices shall be filled in by transfer of personnel belonging to the Category of Deputy Registrars from the zonal units in the State in the ratio of the basic cadre strength of the posts in the six zonal cadres for a period not exceeding three years :

1. Inserted by G.O.Ms.No. 34, A & Co-op. (Co-op.II), dt. 11.2.1999.

2. Added by G.O.Ms.No. 1651 F&A (Co-op.II) Pub. in A.P. Gaz Pt. I (ext.), dt. 11.1.1993.

Provided further that the posts of Deputy Registrar in the State level apex societies, banks and institutions shall be filled by deputation of persons holding the said post in the six in all units in the ratio of the basic cadre strength in/of the zonal units for a period not exceeding three years at a time :

Provided also that the posts of Deputy Registrars in any of the Co-operative or other institutions which have jurisdiction over areas covering the whole or pan of the zones shall be filled by deputation of persons holding the said post from the respective zonal units in the area over which each of such co-operative societies or other institutions have jurisdiction.

Rule 5. Reservation of appointments:—

- (a) Except in so far as it relates to physically handicapped persons the rule of reservation of appointment (General Rule 22 shall apply to the appointment by direct recruitment to the post of Deputy Registrar.
- (b) In the matter of appointment by direct recruitment to the post of Deputy Registrar, women should be selected to an extent of atleast 30% of posts in each category of open competition. Backward Classes, Scheduled Castes and Scheduled Tribes quota.

Rule 6. Probation :- Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years and every person appointed by promotion/transfer shall be on probation for a total period of one year on duty within a continuous period of two years from the date on which one commences probation.

Rule 7. Qualifications :-

- (a) A candidate for appointment as Deputy Registrar by direct recruitment shall possess the following qualifications namely:
 - (i) Must possess a Degree of a University in India established or incorporated by or under a Central Act or a State Act or any other equivalent qualification.
 - (ii) Must not have completed 26 years of age on 1st July of the year in which selection is made.
- (b) A ¹[Co-operative Sub-Registrar, a Section Officer of Andhra Pradesh Secretariat or a special category stenographer working in the office of the Commissioner for co-operation and Registrar of Co-operative Societies] shall have passed the Accounts test for Executive Officers to be eligible for appointment by transfer as Deputy Registrar :

Provided that such of the ¹[Co-operative Sub-Registrar, a Section Officer of Andhra Pradesh Secretariat or a special category stenographer working in the office of the Commissioner for co-operation and Registrar of

1. Subs. by G.O.Ms.No. 1651, F&A (Co-op.II), dt. 24.12.1992, pub. in A.P. Gaz. Pt. I (ext.), dt. 11.1.1993.

Co-operative Societies] who have passed the Accounts Test for Subordinate Officers, Part-I & II need not pass the Accounts Test for Executive Officers;

Provided further that the Co-operative Sub-Registrars who have passed the Accounts Test for Subordinate Officers, Part-I and have not passed the Account Test for Subordinate Officers, Part-II shall pass the Accounts Test for Subordinate Officers Part-II or as the case may be, the Accounts Test for Executive Officers, within a period of two years from the date of their appointment by transfer as Deputy Registrars, failing which, he shall be reverted to the post of Co-operative Sub-Registrar and shall not again be eligible for promotion under this rule.

Note :- A Co-operative Sub-Registrar who is reverted shall not, by reason only of his promotion under the aforesaid proviso, be regarded as entitled to any preferential claim to future appointment by transfer as Deputy Registrar under this rule. (Added by G.O.Ms. No. 311, Ag. & Coop. (Co-op.II), Dt. 14-5-1993).

¹[(c) A special Category Stenographer should have:—

- (i) Worked continuously for (5) years in the Co-operative Department in the category of Special Category Stenographers ;
- ²[(ii) Passed departmental tests in Co-operation Auditing, Banking and Book-keeping and Accounts Test for Subordinate Officers Part I and II ; and
- (iii) Worked as Co-operative Sub-Registrar in Co-operative Department for a period of ³[one year].

Rule 8. Minimum Service :- Every person for appointment by promotion/ transfer must have put in not less than 3 years of service, of which not less than 2 years of service should be in a regular post of the Co-operative Department in the category from which such promotion/transfer is made.

Explanation : Regular post in the Co-operative Department for this purpose means, a post sanctioned by Government in that Department and does not include posts under FR 127, FS and Government posts in other Departments.

(Subs. by G.O. Ms. No. 341, F & A (Co-op.II), Dt. 18-4-1991)

Rule 9. Training :-

- (a) Every person appointed by direct recruitment as Deputy Registrar shall undergo a training for nine months in the Co-operative Training Institute, Rajendranagar or any other institution prescribed by the Government in this regard, and shall pass the examination conducted by the said institution at

1. Clause (c) added by Ibid.
 2. Clause (ii) omitted by G.O.Ms.No. 18, A & C, dt. 12.1.1996 and (iii) & iv) renumbered as (ii) & (iii).
 3. Subs. by Ibid.

the end of the training course and shall undergo practical training for a period of six months including practical training in a post of Co-operative Sub-Registrar according to the scheme of practical training drawn up by the Registrar of Co-operative Societies.

- (b) In the event of failure to pass the examination conducted by the Co-operative Training Institute, Rajendranagar or any other institution prescribed by the Government in this regard at the end of the training conducted by it the person who has been appointed by direct recruitment as Deputy Registrar shall pass examination in Co-operative Auditing and Book-keeping conducted by the Andhra Pradesh State Co-operative Union within the period of probation.
- (c) A Section Officer ¹[and a special category stenographer of the office of the Commissioner of Co-operation and Registrar of Co-operative Societies] appointed by transfer as Deputy Registrar shall also undergo the training mentioned in Sub-rule (a) and in the event of his not passing the examination conducted at the end of the training course by the Co-operative Training Institute, Rajendranagar or any other institution prescribed by the Government in this regard, he shall pass the examination referred to in sub-rule (b) within the period of probation.
- (d) *Agreement:*
- (a) Every person appointed to the service by direct recruitment as Deputy Registrar shall before the commencement of the training execute an agreement and that he shall serve the department for a period of three years after the completion of training referred to in Sub-rule (a) of Rule 9.
- (b) He will be liable to refund to the Government the pay and allowances or any other remuneration received by him in addition to the amount spent by the Government on his training:
- (i) if he fails to serve the department for a period of 3 years after the completion of his training for any reason ; or
- (ii) if he discontinues the training or is discharged from training course for misconduct or any other reason ; or
- (iii) if he seeks employment outside the State Government.

Rule 10. Test :- Every person appointed as Deputy Registrar by direct recruitment shall pass the Accounts Test for Executive Officers or Accounts Test for Subordinate Officers, Part-1 and II within the period of probation.

1. Added by G.O.Ms.No. 18, A & C (Co-op. II), Dated 12.1.1996, pub. in A.P. Gaz. Pt. I (Ext.) No. 34, dated 20-1-1996.

THE ANDHRA PRADESH CO-OPERATIVE SUBORDINATE SERVICE RULES, 1989

(G.O.Ms.No. 266, Food & Agriculture (Co-op.II), Dt. 18-4-1990)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the rules issued in G.O. Ms. No. 2731, Public Services, dated the 30th September, 1953, the Governor of Andhra Pradesh hereby makes the following special rules for the Andhra Pradesh Co-operative Subordinate Service.

The rules hereby made shall be deemed to have come into force with effect from the 18th April, 1990.

Rule 1. Short title:- These rules may be called the Andhra Pradesh Co-operative Subordinate Service Rules, 1989.

Rule 2. Constitution :- The Service shall consist of the following categories posts:

Category 1 : Co-operative Sub-Registrar

Category 2 : Senior Inspector

Category 3 : Junior Inspector

Category 4 : Draughtsman, Grade III

Category 5 : Tracer

Rule 3. Method of appointment and appointing authority:- Subject to the other provisions in these rules, the method of appointment and appointing authority for several categories shall be as follows:—

Category (1)	Method of appointment (2)	Appointing Authority (3)
1. Co-operative Sub-Registrar	(i) by direct recruitment (ii) by promotion from Category-2.	Additional Registrar of Co-operatives. Co-operative Societies in charge of administration
2. Senior Inspector	by promotion from Category-3.	-do-
3. Junior Inspector	(i) by direct recruitment (ii) by recruitment by transfer from Junior Assistants and Typists in the Co-operative Department	-do-

- | | | | |
|----|---------------------------|--|------|
| 4. | Draughtsman,
Grade-III | (i) by promotion from
Category 5.
(ii) by transfer of Draughts-man
Grade-III, Andhra Pradesh Roads
and Buildings Engineering
Subordinate Service. | -do- |
| 5. | Tracer | by transfer of Tracers in the
Andhra Pradesh Engineering
Subordinate Service. | |

Note :- There shall be no future recruitment to the post of Tracers by any method other than by transfer of tracers from the Roads and Buildings Department.

- (a) Out of every 5 substantive vacancies of Co-operative Sub-Registrars the first two vacancies shall be filled in by direct recruitment and the next three by promotion from the category of Senior Inspectors.
- (b) The substantive vacancies of Junior Inspectors shall be filled in by direct recruitment and by recruitment by transfer in the ratio of 1:1.

Rule 4. Reservation of appointments:-

(a) Except in so far as it relates to the physically handicapped persons the rule of special representation (General Rule 22) shall apply to the appointments to the categories and the method of appointment as specified below:

1. Co-operative Sub-Registrars : by direct recruitment and by promotion from Senior Inspectors
2. Senior Inspectors : by promotion from Junior Inspectors
3. Junior Inspectors : by direct recruitment and by transfer from clerks and typists working in Co-operative Department.

Provided that in the case of appointments to the posts of Co-operative Sub-Registrars, Senior Inspectors by promotions and appointment to the posts of Junior Inspectors by transfer rule of reservation (General Rule 22) shall be applicable only in so far as it relates to the Scheduled Castes and Scheduled Tribes.

(b) In the matter of appointment by direct recruitment to the post of Co-operative Sub-Registrars, Junior Inspector other things being equal, preference shall be given to women.

Rule 5. Qualification and Age:-

- (a) No person shall be eligible for appointment to the category specified in Column 1 of the Annexure by the method specified in the corresponding entry in Column 2 unless he possesses the qualifications specified in the corresponding entry in Column 3 thereof.
- (b) A candidate for appointment by direct recruitment must not have completed 28 years of age on 1st July of the year in which the selection is made.

ANNEXURE

Category (1)	Method of appointment (2)	Qualifications (3)
1. Co-operative Sub-Registrar	by direct recruitment	Must possess a Degree of a University in India established or incorporated by or under a Central Act or a State Act or any other recognised equivalent qualification.
	by promotion	Must have passed Accounts Test for Subordinate Officers, Part I
2. Senior Inspector	by promotion	Must have passed the Examination in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute, Hyderabad or Andhra Pradesh Central Co-operative Union, Hyderabad as the case may be.
3. Junior Inspectors	by direct recruitment	Must have passed Intermediate examination conducted by the Board of Intermediate Education, Andhra Pradesh, Hyderabad or any equivalent examination.
	by appointment by transfer	Must have passed the Examination in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute, Hyderabad.

[Note:— Where a member of the service who has been appointed by transfer post of Junior Inspector and has not passed the newly prescribed examination in cooperation, Auditing, Banking and Book keeping conducted by Central Co-operative Institute but is otherwise qualified and suitable for promotion to the post of Junior Inspector may be promoted temporarily subject to the condition that he shall pass the said test within a period of two years from the 1st September, failing which he shall be reverted to the post from which he was promoted and he shall not be entitled for promotion again under this note. A member who is so promoted and is not entitled for his promotion under this note, shall be regarded as if he had not been promoted to the post to which he had been promoted under this note.]

Provided that for the purpose of these rules, a person who has passed the examinations specified in Column 1 of the Table below shall be deemed to have the examination conducted by the Central Co-operative Institute in the subject specified in the corresponding entry in Column (2) thereof.

Deemed to have passed the Central Co-operative Institute Examination in—

1. Government Technical Examination in Co-operation, Auditing,

1. Added by G.O.Ms.No. 592, A&C (Co-op.II), dt. 23.11.1993, pub. in A.P. Gaz Pt. I, No. 50, dt. 16.12.1993.

operation (II Class) Auditing (II Class) Book-keeping (Lower Grade), Banking (Lower Grade).	Book-keeping, Banking.
2. Secondary School Leaving Certificate Examination with not less than 40% marks in Book-keeping.	Book keeping
3. B.Corn. Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or B.Com. (Hon.) Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act.	
4. B.Com (Hons) Degree of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act with Co-operation as one of the subjects.	Co-operation, Auditing, Banking & Book-keeping.
5. A pass in the Accountancy and General Commercial Knowledge of the Intermediate examination of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act.	Book-keeping
6. A pass in G.D.A. or B.A., or A.C.A. Diploma Final Examination.	Book-keeping and Auditing
7. A pass in the examination for the Certified Associateship of the Indian Institute of Bankers.	
8. A pass in the elements of commerce and accountancy in the Intermediate Examination of a University in India established or incorporated by or under a Central Act, Provincial Act or a State Act.	Book-keeping

Rule 6. Minimum Service :- No person shall be eligible for appointment by transfer or by promotion unless he has put in not less than three years of service in the category from which transfer or promotion is made.

Rule 7. Unit of appointment :- For the purpose of recruitment, appointment, discharge for want of vacancy, reappointment, seniority, promotion, transfer and posting and appointment as full members to the posts specified in Column 2 of the Table below the unit of appointment shall be as specified in Column 3 thereof.

Category	Post	Unit of appointment
(1)	(2)	(3)
1. Co-operative Sub-Registrar	Zone-1	Srikakulam, Vizianagaram and Visakhapatnam Districts.
2. Senior Inspectors	Zone-11	East Godavari, West Godavari

		and Krishna Districts
3. Junior Inspectors	Zone-111	Guntur, Prakasam and Nellore Districts
	Zone-IV	Chittoor, Cuddapah, Anantapur and Kurnool Districts.
	Zone-V	Adilabad, Karimnagar, Warangal and Khammam Districts
	Zone- VI	Hyderabad, Nizamabad, Mahabubnagar, Medak,
		Nalgonda and Ranga Reddy Districts.

Provided that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors in the Office of the Registrar of Co-operative Societies or in the Office of the other Heads of Departments or in other State level Government Offices shall be filled in by transfer of personnel belonging to the category of Co-operative

Sub-Registrar, Senior Inspectors and Junior Inspectors from the zonal units in the ratio of the basic cadre strength of the posts in the six zonal cadres for period not exceeding 3 years at a time :

Provided further that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors of Co-operative Societies in the State level apex societies, banks and institutions shall be filled in by the deputation of persons holding the said posts in the six zonal units in the ratio of the basic cadre strength of the zonal units for a period not exceeding three years at a time :

Provided also that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors in any of the Co-operative or other institution which have jurisdiction over areas covering the whole or part of the zones shall be filled in by deputation or persons holding the said posts from the respective zonal units in the areas where each of such Co-operative Societies or other institutions are situated ;

Provided also that the posts of Co-operative Sub-Registrars, Senior Inspectors and Junior Inspectors in any of the offices, which have been notified as special cases' establishment under the Andhra Pradesh Public Employment (Organisation Local Cadres and Regulation of Direct Recruitment) Order, 1975 and which have jurisdiction over more than a zone, shall be filled in by transfer of personnel belonging to the respective categories from the zonal units, in the areas over which such officer establishment has jurisdiction.

Rule 8. Probation:— Every person appointed to a post in the service by direct recruitment shall be on probation for a total period of 2 years on duty within a continuous period of 3 years and every person appointed by promotion or by appointment by transfer to any category in the service shall be on probation for a period of one year on duty within a continuous period of two years from the date on which he commences probation.

1[Rule 8A. Declaration of Probation:— The powers vested with the appointing authority to consider and decide whether the probationer has satisfactorily completed period of probation are delegated to the following District Officers, in so far as ;lates to declaration of probation as specified in the Table below:

Table

Sl.	Category	Officer Sub-delegated the Powers of the Appointing Authority.
1	2	3
1.	Cooperative Sub-Registrars Working in the District and Senior Inspectors and Junior Inspectors working in the Office of the District Cooperative Officer including the Cooperative, Sub-Registrars, Senior Inspectors and Junior Inspectors working in the Andhra Pradesh Cooperative Tribunals and Special Courts for Cooperative Societies situated in the concerned District.	District Cooperative Officer of the concerned District.
2.	Senior Inspectors or Junior Inspectors including the Senior Inspectors and Junior Inspectors working under Foreign Service and F.R.I 27 terms ncluding Senior Inspectors and Junior Inspectors working in the Office of the Divisional Cooperative Officer and District Cooperative Audit Officer.	District Cooperative Audit Officer or Divisional Co-operative Officer of the concerned District or the i Division as the case may be.”

Rule 9, Training:—

- (1) Every person appointed by direct recruitment as Co-operative Sub-Registrar shall during the period of probation undergo such training on such terms and conditions as may be specified by Government from time to time for a period of nine months for the Higher Diploma in Co-operation conducted by the National Co-operative Union of India and obtain the certificate issued by the said institution and undergo practical training for a period of three months as per the programme prescribed by the Registrar of Co-operative Societies.
- (2) A Junior Inspector who is appointed by direct recruitment shall within the period of probation, undergo and successfully complete the training for a period of six and half months for the Junior Diploma in Co-operation conducted by the Andhra Pradesh State Co-operative Union, Hyderabad and shall obtain

the certificate issued by the said institution and shall also undergo five and half months practical training as per the programme prescribed by the Registrar of Co-operative Societies.

- (3) The period of training shall count for the purposes of probation, increments, pension and leave.
- (4) Hvery person appointed to the service by direct recruitment shall before the commencement of training, execute an agreement that he shall serve the department for a period of three years after the completion of training.
- (5) He will be liable to refund to the Government the pay and allowances or any other remuneration received by him in addition to the amount spent by the Government on his training:
 - (i) if he fails to serve department for a period of 3 years after the completion of his training for any reason ; or
 - (ii) if he discontinues the training or is discharged from training course for misconduct or any other reason ; or
 - (iii) if he secures any other employment elsewhere than under the State Government or Central Government.
- (6) A person appointed by direct recruitment shall be eligible during the period of training for the initial pay of the post to which he is appointed, with the usual allowances admissible at the place of training.

Rule 10. Tests:— Every person appointed as Co-operative Sub-Registrar by direct recruitment shall pass the Accounts Test for Subordinate Officers, Part-1 within the period of probation.

Rule 11. Transfers and Postings:-

- (a) The Additional Registrar of Co-operative Societies shall, after the appointment of a person to Categories, 1, 2 and 3 place the services of the person so appointed at the disposal of District Co-operative Officer of a district in the zonal unit referred to in Rule 9 and the District Co-operative Officer shall be competent to make postings and transfers of such persons within his jurisdiction. The Additional Registrar of Co-operative Societies shall be competent to transfer any person belonging to Categories (1) to (3) from one district to another within the zonal unit referred to in Rule 9.
- (b) The transfers and postings referred to in the proviso to Rule 7, shall be made by the Additional Registrar of Co-operative Societies.