GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Tribal Welfare - Integrated Tribal Development Agency - Model Regulations governing service conditions of employees of Integrated Tribal Development Agencies - Orders - Issued.

SOCIAL WELFARE(T.2) DEPARTMENT

G.O. Ms. No. 113 Dated: 07-10-1987

Read the following:

1. G.O. Ms. No. 856 E.& S.W. Dept., dt. 29.10.74
2. G.O. Rs. No. 87 E.& S.W. Dept., dt. 29.1.75
3. G.O. Ms. No. 240 E.& S.W. Dept., dt. 9.3.76
4. G.O. Ms. No. 111 S.W.(D) Dept., dt. 156.79
5. G.O. Ms. No. 177 S.W.(D) Dept., dt. 19.11.79
7. From the CTW Hyd Lr. No. A2/13021/80 dt. 12.5.94
8. From the CTW Hyd Lr. No. A2/13021/80 dt. 23.12.94

Order:

In the G.Os first to fifth read above, Government has sanctioned I.T.D.As in the Districts of Srikakulam, Vizianagaram, Vishakapatnam, East and West Godavari, Khammam, Warangal and Adilabad with Central assistance for the overall development of Scheduled areas/Sub Plan Areas which include preparation of projects and initiation of socio-economic surveys; reorganization and strengthening of administrative structure; preparation of land records; setting up or strengthening credit-cum-marketing structure; debt redemption schemes; preliminary work on plantation schemes and execution of minor irrigation schemes etc. These I.T.D.As were registered under the Societies Registration Act 1860.

2. Over the period, a number of employees were recruited by the Project Officers of I.T.D.As and a number of staff and officers were taken on deputation from the other Departments. The employees who were recruited by the Project Officers of the I.T.D.As are agitating for regularisation of service conditions for some times-past, as they have put in considerable service in these I.T.D.As.

3. In the letter seventh and eighth read above the Commissioner of Tribal Welfare has sent proposals for issue of orders regulating service conditions of employees recruited by the Project Officers of I.T.D.As.

4. The Government after careful examination of proposals of the Commissioner of Tribal Welfare with regard to the service conditions of the employees of the I.T.D.As has communicated the following model regulations governing service conditions of the employees of I.T.D.As.

5. The Government has also decided that the service of the employees who were recruited by the concerned Project Officer of the I.T.D.As and working as on to-day in
T.D.As shall be regularised in the position they are working and their service shall be taken into account for purpose of seniority etc. Their promotion in the existing vacancies and future vacancies that shall arise shall be regulated based on these model regulations of service conditions specified hereunder.

The employees who are working on deputation in ITDAs shall be repatriated to their parent departments and the resultant vacancies shall be filled by the employees of ITDAs according to these model regulations of service conditions indicated hereunder. The employees who are working in ITDAs on deputation shall be given option to absorb in the categories in which they are working and their services in their parent department will be continued for purpose of seniority etc. If they give willingness to work in ITDA they shall be retained and those who opt to get back to their original departments shall be allowed to go back. Options once exercised shall be final.

The I.T.D.A., employees shall be governed by General Provident Fund.

The I.T.D.As shall issue bye-laws in accordance with these model regulations of service conditions and get them approved by the respective governing bodies to have effect from the date of constitution of the ITDA.

MODEL REGULATIONS GOVERNING THE SERVICE CONDITIONS OF THE EMPLOYEES OF ITDA.

1. Short title and Commencement:

These regulations shall be called 'the ITDA Employees Service Regulations'. They shall come into force with effect from the date of registration of ITDA.

2. Definitions:

In these regulations, unless there is anything repugnant to the subject or context:-

i. 'Government' means, the Government of Andhra Pradesh.

ii. 'Commissioner /Director' means the Commissioner /Director of Tribal Welfare, A.P., Hyderabad.

iii. 'Governing body' means the governing body of ITDA constituted under Memorandum of Association.

...
iv. 'Chairman' means the Chairman of the governing body of the ITDA.

v. 'Project Officer' means the Project Officer of the ITDA.

vi. 'Employee' means any person appointed or recruited by the ITDA but does not include a person employed on daily wage or on casual basis or on part time basis or on contingencies or on deputation under foreign service terms and conditions.

3. Constitution:

This service shall consist of the categories of posts as specified in Annexures to these regulations.

4. Qualifications & method of appointment:

a) The qualifications and method of appointment to the posts referred to in regulations 3 above shall be as detailed in the Annexures I & II to this order.

b) The instructions issued by the Government from time to time in the matter of appointment of son/spouse/daughter of a Government servant who dies in harness while in service shall also apply to the employees governed by these regulations.

5. Reservation in appointments:

a) The rule of reservation of appointment referred to in rule 22 in part-II of the A.P.State and Sub-ordinate Service Rules of the Government shall apply to the appointments to be made by the direct recruitment in the I.T.D.As.

b) The rule of reservation for physically handicapped (as in general rule 22 referred to above) shall be applicable to the orthopedically handicapped persons in respect of appointments to be made by Direct Recruitment in the I.T.D.A.

c) The reservation for appointment of women referred to rule 22-A of general rules part-II of A.P.State and Subordinate Service Rules shall apply to the appointments to be made by Direct Recruitment in the I.T.D.As.
d) The V Schedule notification reserving certain categories shall have prospective effect i.e., from the date of issue of this Govt. Order or date of issue of such notification. The services of all those appointed prior to issue of the V Schedule Notification shall be regularised in the posts being sanctioned.

6. AGE

The age limit in respect of post/categories for which direct recruitment is to be made under these regulations shall be in accordance with the general service rules and instructions of Government issued from time to time in respect of similar categories of posts in Government service.

Provided that the rules and orders relating to the upper age limit as per instructions of the Government from time to time in respect of a candidate who belongs to SC/ST and BC and PH/Woman shall apply for the candidates seeking employment under these regulations in the I.T.D.As.

7. Probation:

Every person appointed to any category of post under these regulations by direct recruitment in the I.T.D.A. shall be on probation for a period of two years on duty within a continuous period of three years.

Every person appointed to a post/category by promotion under these regulations in the I.T.D.A. shall be on probation for a period of one year within the continuous period of two years.

Every person appointed by direct recruitment to a post/category under these regulations shall pass the test as prescribed in T.W.Dept. to the similar categories of post in Government service during the period of probation failing which his/her probation shall be extended till he/she passes the test on the pain of post-pomement of increment without cumulative effect.
8. Appointments:

The unit of appointment for all categories of posts in the service shall be the ITDA.

In the case of filling-up of the posts by direct recruitment such vacancies shall be notified to the local employment exchange/under the Employment Exchanges (Compulsory Notification of Vacancies) Act and shall be filled in only by the candidates sponsored by the local employment exchange.

Provided that in the case of filling-up of such of the posts by direct recruitment carrying such pay limit as may be specified by the Government from time to time open advertisement should not be resorted to unless the local employment exchange furnishes a non-availability certificate.

9. Promotion:

No member of the service shall be eligible for appointment by promotion unless he/she puts a minimum period of three years out of which one has to put two years of service in the post from which he/she is to promoted to next category of post.

All promotions shall be considered from the list of a panel of candidates approved by an executive committee as constituted by the Governing body of the I.T.D.A. in respect of all posts by promotion as per rules wherever the rules provide for promotion as a method of appointment.

10. Superannuation:

A person appointed under these regulations shall retire on attaining the age of superannuation as prescribed by the Government in respect of similar categories of posts in Government service i.e., 58 years in respect of superior service and 60 years in respect of inferior service.
11. **Transfers:**

The employees working in the category of managers and above may be transferred from one ITDA to another ITDA, within the zone as indicated hereunder by the orders of Commissioner/Director of Tribal Welfare.

Zone-I: Srikakulam, Vizianagaram and Visakhapatnam.

Zone-II: East Godavari, West Godavari and Krishna

Zone-III: Guntur, Prakasam and Nellore

Zone IV: Cuddapah, Kurnool, Anantapur and Chittoor.

Zone V: Warangal, Khammam, Karimnagar and Adilabad

Zone VI: Ranga Reddy, Mahaboobnagar, Nalgonda, Medak and Nizamabad.

12. **Discontinuance of service:**

No employee shall resign, quit or discontinue the service under these regulations in the I.T.D.A. without giving notice in writing of his/her intention of doing so three months prior to such proposed date of leaving or in lieu of notice he/she shall be liable to pay to the I.T.D.A. a sum equal to his/her pay and allowances for the period of notice required.

Explanation: A notice given by an employee shall be deemed to be proper only if he/she remains on duty during the period of such notice.

13. **Pay and Allowances:**

The pay and allowances including the automatic advancement scheme to the employees under these regulations shall be similar to those applicable to the Government employees of similar standing and status issued by the Government from time to time. The rules contained in the F.R., and service rules thereunder and instructions issued by the Government from time to time shall be applicable in the matter of regulation of pay and allowances to the employees of the I.T.D.A.s.
14. Leave:

The provisions contained in Andhra Pradesh Leave Rules of 1933 as amended by from time to time by the Government and the instructions/clarifications issued thereon including the grant of surrender leave shall be applicable to the employees under these regulations as applicable to the employees of similar status in Government service.

15. TA and DA:

The provisions contained in the Andhra Pradesh Travelling Allowance Rules as amended by the Government from time to time and the clarifications and instructions issued thereon shall be applicable to the employees of these regulations as applicable to the employees of similar status in Government service.

16. Training

The persons appointed under direct recruitment under these regulations in the I.T.D.A. shall undergo training for a period as specified by the Government to the employees in Government service in the similar status.

17. Disciplinary authority:

The disciplinary authority to the category of posts under these regulations shall be the appointing authority and the Appellate Authority shall be the next superior authority.

18. Applicability of the rules of State Government:

Except as otherwise specified in these rules, the rules and instructions issued by the Government from time to time to the Government servants contained in the following rules shall apply to the employees of the I.T.D.A. in respect of their conditions of service as applicable to the employees of similar status in Government service:

(1) A.P.State and Subordinate Service Rules
(2) A.P. Ministerial Service Rules

(3) A.P. Drivers Service Rules

(4) A.P. Record Asst. Service Rules (Spl. Sub-ordinate)

(5) A.P. Last Grade Service Rules

(6) Data processing Officers : (APTS Rules etc., applicable)

(7) A.P. Civil Service (conduct) Rules


(9) Govt. servants application for posts (AP Service Rules)

(10) Govt. Servants application for private employment (AP Service Rules)

19. Savings:

Nothing contained in these regulations shall adversely effect the interests of any person who was appointed to the service in the I.T.D.A. prior to the coming into force of these regulations.

ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH

S. RAY
PRINCIPAL SECRETARY TO GOVERNMENT

Commissioner of Tribal Welfare, A.P., Hyderabad.
Project Officers of Integrated Tribal Development Agencies in the State.
Accountant General, Andhra Pradesh, Hyderabad.
Collectors of I.T.D.A., Districts.

To:
Finance & Planning (FW:PC.1) Department.
S. to Minister for Tribal Welfare.
S. to Principal Secretary to Govt. (SW).
S. to Secretary to Govt. (TW).
A. to Dy. Secretary to Govt. (TW).

//Forwarded: By Order/
<table>
<thead>
<tr>
<th>Designation</th>
<th>Method of Appointment</th>
<th>Appointing Authority</th>
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</thead>
<tbody>
<tr>
<td>Project Officer</td>
<td>Cadre post</td>
<td>Government</td>
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<tr>
<td>Development Officer</td>
<td>By Transfer from Dy. Directors of T.W.</td>
<td>Government</td>
</tr>
<tr>
<td>Project Officer (ITDA-PTG Chenchus)</td>
<td>By transfer from Dy. Directors of T.W.</td>
<td>Government</td>
</tr>
<tr>
<td>Asst. Project Officer</td>
<td>By transfer from Dy. Directors of T.W.</td>
<td>Government</td>
</tr>
<tr>
<td>ITDA, Utnoor, Adilabad District.</td>
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<tr>
<td>Officer on Special Duty</td>
<td>By transfer from Dy. Directors of T.W.</td>
<td>Government</td>
</tr>
<tr>
<td>ITDA, Utnoor, Adilabad District.</td>
<td></td>
<td></td>
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<tr>
<td>Administrative Officer</td>
<td>By promotion of Managers of ITDA / By transfer from Superintendents of T.W.</td>
<td>C.T.W.</td>
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<tr>
<td></td>
<td>By transfer from Revenue Department.</td>
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<tr>
<td>Dy. Collector (TW)</td>
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<tr>
<td>Asst. Project Officers</td>
<td>By transfer from concerned Department.</td>
<td>Government / HOD or CTW.</td>
</tr>
<tr>
<td>Sectoral Officers</td>
<td>By transfer from concerned Department.</td>
<td>Government / HOD or CTW.</td>
</tr>
<tr>
<td>(a) Horticulture Officer</td>
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<tr>
<td>(b) Veterinary Asst. Surgeon</td>
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<td></td>
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<tr>
<td>(c) Sericulture Officer/Inspector</td>
<td></td>
<td></td>
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<tr>
<td>Accounts Officer</td>
<td>By transfer from concerned Department.</td>
<td>DTA</td>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst. Accounts Officer</td>
<td>By transfer from concerned Department.</td>
<td>DTA</td>
</tr>
<tr>
<td>Manager</td>
<td>By promotion from Sr. Assistants of ITDAS</td>
<td>CTW</td>
</tr>
<tr>
<td>Manager (Accounts)</td>
<td>By transfer from DTA</td>
<td>CTW/DTA</td>
</tr>
</tbody>
</table>
Statistical Asst. From the category of Junior Research Associates of TWD/Recruitment by transfer with M.A.(Economics or Statistics or Maths or Applied Economics) or M.Sc. One year experience as CCFI (or) B.A., in Economics or Maths or Statistics or Commerce, three years experience as CCFI.

Intendents By promotion from Senior Assistants of ITDAS.

Accountant By transfer from DTA.

Sr. Accountant By transfer from DTA.

Assistant By promotion from Jr. Asst./Steno/Typist of ITDA.

Assistant By Direct Recruitment

By promotion from R.A/Attenders and other L.G.S.

Steno " " " P.O.

List " " " P.O.

Asst.-cum-Typist " " " P.O.

P.O. Direct Recruitment/transfer by A.P.T.S.

P.O. By Direct Recruitment.

P.O. By Direct Recruitment.

P.O. By Direct Recruitment.

P.O. By Direct Recruitment/transfer from Attender.

P.O. By Direct Recruitment.

S. RAY,
PRINCIPAL SECRETARY TO GOVERNMENT.

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SECTION OFFICER.
**ANNEXURE- II**

(vide G.O.Ms.No.143 Social Welfare (T2) Department dt.7-10-1997)

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of Appointment</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>By promotion.</td>
<td>As prescribed in APWS Rules, 1980 and as amended from time to time.</td>
</tr>
<tr>
<td>Assistant</td>
<td>By Direct Recruitment/ By promotion.</td>
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</tr>
<tr>
<td>Asst.-cum-Typist.</td>
<td>By Direct Recruitment.</td>
<td>As per rules of APTS.</td>
</tr>
<tr>
<td>Typist</td>
<td>By Direct Recruitment.</td>
<td>As prescribed in A.P. State General Sub-Ordinate Service Rules and as amended from time to time.</td>
</tr>
<tr>
<td>P.O.</td>
<td>By Direct Recruitment.</td>
<td>As prescribed in APLGS and as amended from time to time.</td>
</tr>
<tr>
<td>Chamber</td>
<td>By Direct Recruitment.</td>
<td>As prescribed in APLGS and as amended from time to time.</td>
</tr>
<tr>
<td>Word Assistant</td>
<td>By Direct Recruitment/ By promotion.</td>
<td></td>
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<td></td>
<td>By Direct Recruitment.</td>
<td></td>
</tr>
</tbody>
</table>

S. RAY,
PRINCIPAL SECRETARY TO GOVERNMENT

/true copy/

SELECTION OFFICER.