

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

PUBLIC SERVICES – Creation of Special Grades to employees who have completed 10 years of service and Special Temporary Promotion Posts / Special Adhoc Promotion posts for the employees who have completed 15 years of service – Orders – Issued.

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**FINANCE & PLANNING (F.W.P.R.C.-I) DEPARTMENT**

G.O.Ms.No.117

Dated : 25-05-1981

Read the following :

1. G.O.(P)No. 235, Fin&Plg., (F.W. P.R.C.-I) Dept., dt.17-09-1979.
2. G.O.Ms.No. 266 G.A. (Special-A) Dept., dt.25-05-1981.

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**ORDER :**

The service associations have represented to Government that in order to relieve stagnation in service, a suitable scheme may be evolved for granting higher scales after a specified period of service. This demand of the Service Association concerned and Government have decided to and hereby introduce a scheme of advancement in service the details of which are appended to this order.

2. These orders shall come into force with effect from 1<sup>st</sup> April 1981.
3. These orders shall apply to those who draw pay in the Revised Pay Scales 1978 upto and including Grade-XVIII in Schedule-I to the A.P. Revised Scales of Pay Rules 1978 and shall cover all categories of personnel i.e., Government employees, Non-Teaching staff of Zilla Parishads, Panchayat Samithis and Municipalities, Zilla Parishads and Zilla Grandhalaya Samsthas, Agricultural Market Committees, Non-teaching staff of Aided Degree Colleges and work charged establishment who get monthly pay in a regular pay scale in the Revised Pay Scales 1978.
4. The fixation of pay on appointment to the Special Grade Posts, Special Temporary Promotion Posts or Special Adhoc Promotion Posts as laid down in paras (V), B1(IV) and C2(iii) of Part-I of Appendix is in relation of relevant provisions of Ers.
5. Separate orders shall be issued in regard to teachers working under all managements and who are governed by the Andhra Pradesh Revised Pay Scales 1973.
6. All employees to whom these orders apply and who have completed the prescribed period of service for appointment to Special Grade Posts or Special Temporary Promotion Posts or Special Adhoc Promotion Posts as the case may be, on the date on which these orders come into force shall be eligible for appointment to Special Grade Posts / Special Temporary Promotion Posts / Special Adhoc Promotion Posts as the case may be, in terms of this order. For the first batch of appointments under these orders on 1-4-1981, it is necessary that one should be first appointment to Special Grade Post before being appointed to Special Temporary Promotion Post or Special Adhoc Promotion Post. Where the conditions are fulfilled the initial appointments may be made directly to the Special Temporary Promotion Posts or Special Adhoc Promotion Posts, and for the subsequent appointments under this scheme, however, appointments to Special Temporary Promotion Posts or Special Adhoc Promotion Posts shall be from among those who are holding Special Grade Posts.
7. The initial appointment under these orders as on 01-04-1981 shall be made after preparing a panel of all eligible employees as envisaged in the scheme. The subsequent appointments however, shall be made according with the procedure outlined in paras A, B and C of Part-II of Appendix to this order.

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

B.P.R.VITHAL,  
Principal Secretary to Government.

## APPENDIX

Scheme relating to creation of Special Grades, Special Temporary Promotion Posts / Special Adhoc Promotion Posts.

### PART-I

(A) Special Grade Posts : Higher Scales after 10 years of Service.

- i) Every employee after a service of 10 years in a particular scale shall be eligible for the next higher scale, in Schedule-I to the Andhra Pradesh Revised Scales of Pay Rules, 1978. The higher scales referred to corresponding to the existing relevant scales are shown in Annexure-I to this Appendix. Posts carrying these higher scales shall be called "Special Grade Posts".
- ii) For purpose of computation of 10 years of service referred to in the preceding para, all service that counts for increment in the scale shall be taken into account.
- iii) The Appointing Authority for the post concerned shall be competent to appoint the eligible employees to the Special Grade Posts.
- iv) In respect of persons who are on other duty, so long as they retain their liens in their parent cadre, their claims for appointment to the Special Grade Posts shall also be considered and there is no difficulty in regulating their pay in the Special Grade Posts on their reversion to the parent cadre.
- v) The pay fixation in cases of appointment to the Special Grade Post shall be regulated under the provision of F.R.22(a)(i) read with F.R.31 even though the Special Grade Post does not involve assumption of duties and responsibilities of greater importance.
- vi) The next increment of an employee appointed to Special Grade Post shall be regulated under the normal rules (i.e.) the employees shall have to put in the required period of service to earn the increments in the scale of pay applicable to the Special Grade Post.

(B) Special Temporary Promotion Posts : Promotion after 15 years of service.

1. Where promotion posts are available under normal service rules.

- i) A Government employee who completes a period of 15 years in a particular scale as on 31<sup>st</sup> August of each year shall be eligible for promotion to the next higher post in the regular line of promotion from the post hold by him under the service rules applicable to this post. These posts shall be called "Special Temporary Promotion Posts".
- ii) For appointment to the Special Temporary Promotion Posts, it is necessary that an employee should be duly qualified for holding the promotion post under the service rules applicable to the post.
- iii) The scale of pay of the Special Temporary Promotion Post shall be the same as is applicable to the normal Promotion posts for that category under the orders in force.
- iv) The pay of an employee appointed to the Special Temporary Promotion Posts shall be fixed with reference to the provisions of F.R.22(a)(i) read with F.R.31.

- v) The next increment of an employee appointed to the Special Temporary Promotion Posts shall be regulated under the normal rules, i.e., the employee shall have to put in the required period of service to earn the increment in the scale of pay applicable to the Special Temporary Promotion Post.
- vi) Such of the employees who are on other duty outside the regular line shall also be considered for appointment to the Special Temporary Promotion Posts and where they are eligible and qualified for such promotion, they shall be given paper promotion so that their rights in the parent cadre are protected and there is no difficulty in the matter of fixation of their pay on reversion to the parent cadre later. Such paper promotion post, however, shall not be reckoned for purposes of calculating total number of posts in the concerned cadres to ensure that the approved cadre strength is not exceeded as per para B of Part-II below.
- vii) The persons promoted to the Special Temporary Promotion Posts shall discharge the same functions and duties which they were discharging prior to appointment to the Special Temporary Promotion Posts as laid down in the orders 2<sup>nd</sup> read above.

( C) Special Adhoc Promotion Posts :

2. Where normal service rules do not provided for promotion:

- i) In the case of posts where there is no provision for promotion in the service rules, the employees shall be given a suitable scale of pay after 15 years of satisfactory service. Such posts shall be called "Special Adhoc Promotion Posts".
- ii) a) Last Grade Service: For some last grade posts, the post of Record Assistant,(Scale of Pay Rs.350-550) is the promotion post. But this does not apply to all last grade posts. However in the case of all last grade posts in the scale of Rs.290-425 or Rs.310-475 the scales of pay applicable to the Special Adhoc Promotion Posts will be Rs.350-550.  
 b) Other than Last Grade Service: For employees holding posts other than Last Grade posts covered by para C(ii) (a) above, for which there are no avenues of promotion under the service rules, the scale of pay of the Special Adhoc Promotion Post shall be one stage higher than the scale of pay of the Special Grade Posts held by them.
- iii) The pay of appointments to the Special Adhoc Promotion Posts shall be fixed with reference to the provisions of F.R.22(a)(i).
- iv) The employees will be eligible to draw the next increment after appointment to the Special Adhoc Promotion Posts after putting in the prescribed period of service for earning increment in the scale of pay of the post.
- v) Persons who are on other duty outside the regular line shall also be considered for these Special Adhoc Promotion Posts. They shall, if eligible be given paper appointment so that there may be no difficulty in regulating their scale of pay and pay on their reversion to their parent department.
- vi) The persons promoted to the Special Adhoc Promotion Posts as per C(2) (ii)(a) and (b) shall discharge the same functions and duties which they were discharging prior to appointment to the Special Adhoc Promotion Posts as laid down in the orders 2<sup>nd</sup> read above.

## PART-II

### PROCEDURE FOR FILLING UP THE SPECIAL GRADE POSTS, SPECIAL TEMPORARY PROMOTION POSTS AND SPECIAL ADHOC PROMOTION POSTS:

**(A) Special Grade Posts :** Every year the Appointing Authority shall prepare a panel not later than the 1<sup>st</sup> September, of persons eligible for appointment to the Special Grade Posts and the Appointing Authority shall issue orders appointing such persons to the Special Grade Posts. All employees who have completed the prescribed period of service referred to in para A(i) and (ii) of Part-I as on 31<sup>st</sup> August of each year shall be considered for inclusion in the panel. Simultaneously, it shall keep a register as per proforma annexed (Annexure-III) showing the total number of permanent as well as temporary posts which have been in existence for a period of the year as on 31<sup>st</sup> August of the year and, as against this, the total number of Special Grade Posts, and the total number of ordinary grade posts, so that there is proper watch to ensure that at no stage the total number of posts in that category is exceeded.

**(B) Special Temporary Promotion Posts :** Every year the Appointing Authority shall prepare a panel not later than the 1<sup>st</sup> September of all persons eligible for promotion to the Special Temporary Promotion Posts under the scheme. All employees who have completed 15 years of satisfactory service as on 31<sup>st</sup> August of each year, including service in the ordinary as well as Special Grades, shall be eligible for being considered for inclusion in the panel for appointment to Special Temporary Promotion Posts. It shall keep a register as per proforma annexed (Annexure-III) showing the approved cadre strength including the temporary posts which have been in existence for a period of not less than one year as on 31<sup>st</sup> August of that year of the feeder posts as well as the higher promotion posts and there against shown the total number of ordinary posts, Special Grade Posts under each of the feeder category as well as the promotion category and also the number of Special Temporary Promotion Posts against the promotion category so as to ensure that the total code strength of both the feeder and promotion category so as to ensure that the total code strength of the feeder and promotion categories is not exceeded when the ordinary grade posts plus the Special Grade Posts of both feeder and promotion categories plus the Special Temporary Promotion Posts in the promotion category are put together. This register should be suitably updated as and when a regular vacancy arises in the category and the Special Temporary Promotion Posts are adjusted against such regular vacancies.

**( C) Special Adhoc Promotion Posts :** Every Appointment Authority shall prepare a panel not later than the 1<sup>st</sup> September of persons eligible to get the Special Adhoc Promotion Posts. All persons who have put in 15 years of service including service in the normal as well as Special Grades, as on 31<sup>st</sup> August of each year shall be eligible for inclusion in the panel. It shall keep a register showing the sanctioned strength of permanent posts and temporary posts which have been in existence for a period of not less than one year as on 31<sup>st</sup> August of that year including Special Grade Posts and there against indicate the number of Special Adhoc Promotion Posts in that category. He shall ensure that the total cadre strength of the particular category i.e., ordinary grade posts, Special Grade Posts and Special Adhoc Promotion Posts put together do not exceed the total approved cadre strength.

## PART-III

### **(A) Special Grade Posts :**

The vacancies on the normal grade of the post as a result of appointment of the incumbent there of to the Special Grade Post shall not be filled up. Therefore, the approved cadre strength of each category of posts shall at no time be exceeded as a result of certain of these Special Grade Posts in the category. In other words, the total number of ordinary posts plus the Special Grade Posts of each category shall be equal to the approved cadre strength of that category the approved cadre strength for this purpose shall be the total number of permanent posts of that category plus all temporary posts in that category which have been in existence for a period of one year as on 31<sup>st</sup> of August of each year in a particular unit.

### **(B) Special Temporary Promotion Posts:**

- i) The vacancies arising in the lower posts as result of promotion to the Special Temporary Promotion Posts shall not be filled up. The approved cadre strength of the lower category including temporary posts which have been in existence for a period of not less than one

year as on the 31<sup>st</sup> August of each year together with approved cadre strength of the posts in the promotion category including temporary posts which have been in existence for a period of not less than one year as on the 31<sup>st</sup> August of each year put together shall not exceed the total number of ordinary posts and Special Grade Posts in both the feeder and promotion categories plus the Special Temporary Promotion Posts in the promotion category. For example, if the approved cadre strength of Assistants is 30 comprising 25 ordinary grade and 5 Special Grade Posts and the approved cadre strength of Assistant Section Officers is 60 comprising 50 ordinary grade posts and 10 Special Grade Posts, and if 2 Assistants get Special Temporary Promotion Posts in the category of Assistant Section Officers then the total cadre strength of Assistant Section Officers and Assistants are put together i.e., 90 should not be exceeded. In this case, therefore, the number of ordinary posts of Assistant Section Officers will be 50 and 10 Special Grade Posts and 2 Special Temporary Promotion Posts and in the category of Assistant the number of posts will be 25 ordinary posts 3 Special Grade Posts 90 i.e., the total of Assistant Section Officers and Assistants will be 90. Illustrations are given in Annexure-II.

- ii) As and when a regular vacancy arises in a category, the employees holding Special Temporary Promotion Posts of that category should be considered for promotion or recruitment by transfer, as the case may be, as per rules. The vacancies in the lower categories from which promotions were given to the Special Temporary Promotion Posts may be filled up under the normal rules since an incumbent of Special Temporary Promotion Post is appointed against a regular vacancy in that category, it amounts to a normal promotion and consequently the resulting vacancy in the Chain can be filled up.

**( C ) Special Adhoc Promotion Posts :**

The appointment to the Special Adhoc Promotion Post does not result in any vacancy in the category to which the employees belongs and therefore, the question of filling up the vacancy does not arise.

**ANNEXURE-I**

<b>Grade</b>	<b>Existing Scale</b>	<b>Special Grade Scale</b>
I	290-5-335-10-425	310-5-335-10-475
II	310-5-335-10-475	325-10-485-10-500
III	325-10-485-10-500	350-10-460-15-550
IV	350-10-460-15-550	410-10-460-15-625
V	410-10-460-15-625	425-10-455-15-650
VI	425-10-455-15-650	450-15-660-20-700
VII	450-15-660-20-700	475-15-640-20-760
VIII	475-15-640-20-760	500-15-620-20-800
IX	500-15-620-20-800	530-15-590-20-850
X	530-15-590-20-850	550-20-850-25-900
XI	550-20-850-25-900	575-20-775-25-950
XII	575-20-775-25-950	600-25-900-30-1050
XIII	600-25-900-30-1050	650-25-800-30-1100
XIV	650-25-800-30-1100	700-30-1060-35-1200
XV	700-30-1060-35-1200	750-30-1020-35-1300
XVI	750-30-1020-35-1300	800-35-1010-40-1450
XVII	800-35-1010-40-1450	900-40-1300-50-1500
XVIII	900-40-1300-50-1500	1050-40-1250-50-1600