

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
ABSTRACT

APGENCO – Appointment Personal Staff in the O/o the Chief Minister/Chairman's/Advisor's of equivalent rank to cabinet status – Guidelines and Terms and Conditions of appointment – Adoption of Government orders – Orders – Issued.

G.O.O.No.17/JS (Per)/2012

Date:09.04.2012
Read the following:

G.O.Ms.No.522,General Administration (OP.II) Department, dated: 27.08.2011.

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ORDER:

The Andhra Pradesh Power Generation Corporation Limited directs that the orders issued by the Government of A.P. in G.O.Ms.No.522, General Administration (OP.II) Department, dated: 27.08.2011 (copy enclosed) are hereby adopted in respect of APGENCO employees.

2. These orders are issued with the concurrence of Joint Managing Director vide U.O.No.9, dated:07.04.2012.

M.SUKUMAR
JOINT SECRETARY(PER)

To

All Chief General Managers/APGENCO.
Joint Secretary(Per)/APGENCO.
All Chief Engineers/APGENCO.
All Financial Advisors & Chief Controllers of Accounts/APGENCO.
All Superintending Engineers/APGENCO.

Copy to the:

PS to Chairman/APGENCO
PS to Managing Director/APGENCO
AS to Joint Managing Director/APGENCO.
DE/ADE(T)/EE(T)/PO to All Directors/APGENCO.
PA to JS(Per)// ED(IS)/APGENCO.
Chief of Vigilance & Security/Company Secretary/APGENCO
Superintending Engineer(C&I)/APGENCO/VS/Hyd
All Dy CCAs/Dy.Secretaries/Asst.Secretaries/Law Officers/APGENCO
Assistant Secretary(Estt)/APGENCO/VS/Hyd
Pay Officer // Accounts Officer(CPR)/APGENCO/VS/Hyd
DS(General)/GAD/A.P. Secretariat.
The General Secretary, A.P.E.E.Union (Regd.No.1104)(Recognized),Mint Compound,Hyd.
The Secretary General, APSEB Employees Union (Regd.No.327)(Recognized), Mint Compound, Hyderabad.
The General Secretary, Telugunadu Vidyut Karmika Sangham (Regd.No.B-1245), (Recognized), Mint Compound, Hyderabad.
The General Secretary, A.P.Power Generating Employees Union (Regd.No.E-1535), H.Q. SRT-30 "A" Colony, VTPS, Ibrahimpatnam, Krishna District.
The Secretary General, APSE Board Engineers Association(Regd.No.874), Somajiguda, Hyderabad.
The Secretary General, APGENCO Diploma Engineers Association (Regd.No.H-48), Affiliated to APPGEU-E-1535, H.Q.SRT-30 'A'Colony,VTPS,Ibrahimpatnam.
The General Secretary, A.P.S.E.B.Accounts Officer's Association (Regd.No.C5)/APGENCO, Vidyut Soudha, Hyderabad.
The General Secretary,A.P.Power Diploma Engineers Association (Regd.No.B-473), (Recognized), H.No.5-9-22/55, Adarsh Nagar, Hyderabad.
The General Secretary, APSEB Chemists Association (R.No.756), Paloncha,-507115.
The General Secretary, Andhra Rashtra Power Employees Union (Regd.No.G-445), H.No.1-8-565/5, RTC "X" Road, Hyderabad-20
The General Secretary, State Scheduled Tribe Employees Welfare Association (Regd.No.956/78), Mint Compound, Hyderabad.

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- The General Secretary, Junior Accounts Officers Association (R.No.880)/VS/Hyd.
The General Secretary, All Projects Electricity Employees Union (R.No.1076),
Onukudelli, Dist.,Koraput, Orissa(Affiliated to APEE Union Regd.No.1104)
The General Secretary, United Electricity Employees Union (Regd.No.B-1829),
1-1-60/4, Musheerabad, Hyderabad-20.
The General Secretary, A.P.S.E.B. Assistant Engineers Association (Regd.No.1185),
New Paloncha-507115.
The Secretary General, A.P.S.E.B Secretariat Employees Association (Regd.No.54/69),
Vidyut Soudha, Hyderabad.
The General Secretary, A.P.S.E.B. Technical Employees Union (Regd.No.B-2275),
C/o Sri K.Sampath Reddy, H.No.6-1-49/5, Mint Compound, Hyderabad.
The Secretary General, APSEB SC & ST Employees Welfare Association,(Regd.No.1589),
H.O: Mint Compound, Opp. A.P.Text Book Press, Khairatabad, Hyderabad.
The General Secretary, A.P.E.E. P&G and Officers Association (Regd.No.EEA 10656),
Mint Compound, Hyderabad.
The President, APSEB Retired Employees Welfare Association 7/26-3, Bhagya Nagar,
Guntakal 51 801.
The Secretary, APSEB Retired Welfare Association 12-2-323/A/77, Santosh Nagar,
Mehdipatnam, Hyderabad.
The Secretary, APSEB Retired Welfare Association 12-2-323/A/77, Santosh Nagar,
Mehdipatnam, Hyderabad.
The General Secretary, APSEB Retired Officers Welfare Association 1-24-47,
Venkatapuram, Secunderabad.
The General Secretary, The Dist. APSEB Retired Officials Welfare Association (Regd.No.
418/02),D.No.7-8-13, Velamuri Street,, Ramaraopeta, Kakinada -533004.
The General Secretary, A.P.S.E.B Security Officers Welfare Association, (Regd.No.
4024/91) O/o ASO/Vidyut Soudha, Hyderabad.
The General Secretary, Machkund Workers Union (Regd.No.301),Onukudelli.
The President Power Gen. Coprn., BC Employees Welfare Association (Regd.No.1204/01)
H.No.14-3-237, Goshamahal, Begum Bazar, Hyderabad – 12.
The General Secretary, Telangana Electricity Employee's Association (Regd.No.H-61/05)
H.No.14-3-237, Goshamahal, Begumbazar, Hyderabad-12.
The General Secretary, Telangana Rashtra Vidyut Karmika Sangam (Regd.No.H-58),
Affiliated to TRS Q.No.3-7-443, Besides 132/33 KVSS,Jagityal Road,Karimnagar.
The General Secretary, Andhra Pradesh Electricity Staff & Workers Union(Regd.No.H-64)
Affiliated to AITUC, H.No.3-5-912, Himayatnagar, Hyderabad.
The General Secretary, Telangana Vidyut Engineers Assn., (Regd.No.1438/07), KTPS, Paloncha.
The General Secretary, Genco Engineers Assn. (1269/09/T5), Omshanti Towers, Plot
No.144, Motinagar, Hyderabad.
The General Secretary, APGENCO JAOs Association (Regd.No.1967 of 2005) Stores
Section O/o FA&CCA(A/cs)"A" Block, 3rd Floor, Accounts Wing, VS/Hyderabad.
The General Secretary, A.P.GENCO Employees Union (Regd.No.H-67), Qr.No:DT-03, RTPP,
V.V.Reddy Nagar(Po), Yerraguntla (Mandal), Kadapa(Dt) 516 312.
The General Secretary, Machkund Hydro Electricity Employees Union,(Regd.No.189 Jey),
Onukudelli.
The General Secretary, Electricity B.C. Employees Welfare Association (Reg.No.1681/2006),
Q.NO.E-40, APGENCO Housing Colony, KTPP, Chelpur,Bhupalapally,Warangal-506 168.
The General Secretary, APGENCO Personnel Services Employees Welfare Association,
(Regd. No. 299/08), H.No.6-3-572, Room No.401, B-Block, VS, Hyderabad.
The Secretary General, Electricity OC Employees Assn., (Reg.No.1088/08),
H.No.1-1-287/33A, Chikkadapally, Hyderabad.
The General Secretary, Genco Mechanical Engineers Association (Regd.No.1805/02),
Qr.No. BED-5, KTPS-'C' Colony, Paloncha – 507115.
The Secretary General, AP Power Engineers Assn., (Regd.No.279/09), H.No.1-9-
286/2/4/2/A, Ram Apartments, Vidyanagar, Hyderabad – 44.
The General Secretary, A.P.Transco & Genco SC/ST & Dalitha Christian Employees Association,
Plot No.216, Behind Donald Church, Shivanagar Colony, Hyderguda Post, Hyderabad-48.
The Secretary General, Telangana Genco Transco Discoms SC/ST Employees Association,
C-37, 'A' Colony, Ramagundam – 505208, Karimnagar Dist.

C.No.JS(P)/DS(E)/AS(Panels-NT)/PO-Reg/38/2012

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER

Copy of:-

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

General Administration Department – Ministers Establishment – Appointment Personal Staff in the O/o the Chief Minister/Minister's/Chairman's/Advisor's of equivalent rank to cabinet status – Guidelines and Terms & conditions of appointment – Orders – Issued.

GENERAL ADMINISTRATION (OP.II) DEPARTMENT

G.O.Ms.No.522,

Dated:27.08.2011

Read the following:-

- 1) G.O.Ms.No.152, GA (OP.II) Dept., dt: 10.4.1995.
- 2) G.O.Ms.No.439, GA (Spl.A) Dept., dt: 30.9.2005.
- 3) G.O.Ms.No.1918, GA (Ser.B) Dept., dt:9.12.1958.
- 4) G.O.Ms.No.551, GA (OP.II) Dept., dt: 26.9.1990.
- 5) G.O.Ms.No.145, Fin.&Plg. (FW.PSC) Dept., dt:16.10.2000.

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O R D E R:-

The Ministers and the Officers attached to the Chief Minister are provided with secretarial assistance. As per the existing scheme each Minister's Office shall consist of one Private Secretary/OSD and one Additional Private Secretary and one Personal Assistant or Two Personal Assistants. The Ministers are also entitled for one Jamedar and three Office Subordinates and one Additional Driver. The Driver and vehicle will be provided by the Protocol Department. This practice is in vogue for quite some time.

2. There are specific guidelines on the procedure to be adopted in appointment of personal staff of the Ministers. In the reference 3rd read above, rules were framed for appointment of any State service officer on transfer as Private Secretary to Minister. Though the Private Secretary can be any State Service Officer i.e., any gazetted officer, but orders were issued in reference 4th cited, that the Ministers can choose officers of the cadre up to Assistant Secretary to Government. Now Officers working Ministers office up to Assistant Secretary to Government are designated as Private Secretaries and above categories are designated as Officer on Special Duty. The said posting is given after relaxation of the orders issued in reference 4th cited. Government after careful examination of the matter hereby orders that any Gazetted officer can be appointed as Private Secretary to Government on transfer. Only retired officers shall be appointed as Officer on Special Duty with a fixed remuneration or he may be reappointed after retirement and the said period shall be regulated as per the provisions contained in GO 5th read above.

3. The minister's office shall be provided with two private Assistants or one Additional Private Secretary and one Personal Assistant. The rules are silent on the method of appointment of Personal Assistants. Now posts are created temporarily and staff from state, subordinate and ministerial services are being appointed. In certain cases the Corporation employees are being appointed as OSD/ PA and Office Subordinates.

4. As per the definition contained in Fundamental Rules "Foreign Service" means service in which the government servant receives his pay from a source other than the consolidated fund of the state. "Deputation" means service in which a government servant receives his pay from consolidated fund of the state from a authority other than the department to which he belongs. The terms of deputation in respect of government servant deputed to the Foreign Service are to be regulated in accordance with the provisions of fundamental rules 110 to 126 and rules 472 to 489 of the Hyderabad civil service rules.

5. In the GO 1st read above a provision has been made for appointment of outsiders as Personal Assistants and Office Subordinates. But the salaries in respect of such appointments shall be paid to the concerned Minister as appointments to public service have to be made in accordance with the Andhra Pradesh (Regulation of Appointments to Public Services and Rationalization of staff pattern and Pay Structure) Act 2 of 1994.

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6. The Members of Parliament, MLA/MLC are entitled for appointment of Personal Assistants for providing Secretarial assistance. The Personal Assistants are appointed on On duty basis and in the said process the salary will be paid by the concerned Department he works at the time his services were drafted to work with the Public Representative. As the service rules silent on the method of appointment of Personal Assistants and in certain instances Ministers are seeking the services of those persons working Public Sector Undertakings and Cooperative Societies it is felt that the method followed in appointing the Personal Assistants in respect of MP/MLA/MLC shall also be followed for drafting the services of Personal Assistant's/Office Subordinates and Jamedars, Additional Drivers as this would ensure timely payment of salaries.

7. Keeping in view of the provisions of Andhra Pradesh (Regulation of Appointments to Public Services and Rationalization of staff pattern and Pay Structure) Act 2 of 1994 and the service rules issued in GO 3rd read above, it is proposed to issue comprehensive guidelines for appointment of Private Secretaries, Additional Private Secretaries, Personal Assistants, Jamedars/Office Subordinates and Additional Drivers in the O/o the Chief Minister/Minister's/Chairman's/Advisor's of equivalent rank to cabinet status.

8. Government after careful examination of the matter and in modification of the orders issued on the subject hereby orders that the following terms and conditions shall be followed for making appointments to the posts of Private Secretaries, Additional Private Secretaries, Personal Assistants, Jamedars/Office Subordinates and Additional Drivers in the O/o the Chief Minister/Minister's/Chairman's/Advisor's of equivalent rank to cabinet status

1. The Private Secretary shall be appointed from any of the State Services i.e., Gazetted Service as per the orders issued in G.O.Ms.No. 1918, G.A (Ser.B) Dept., dt:9.12.1958.
2. The persons appointed from any office of State Service to the posts of Private Secretary/Addl.PS/OSDs of O/o the Chief Minister/Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status, shall be treated as on O.D (other duty). The period of duty shall be treated as duty for the purpose of declaration of probation and for regularization in the category.
3. The terms of deputation of Government servant in Minister's office shall be for a period of 5 years at a time and shall not be more than 10 years in one's entire service. Further the cooling off period, as prescribed in G.O.Ms.No.2, Finance Dept., dt:02.01.2010 shall apply.
4. The PA shall be appointed by drafting personnel including technical personnel up to the cadre of Superintendents working in Government Departments, Local Bodies and State Government Public Sector Undertakings/Corporations. In exceptional cases, if Minister desires for appointment of a retired Government employee or an outsider as his PA such appointment may be done, on a fixed remuneration, as fixed by the Finance Department from time to time, and the said remuneration shall be paid by the concerned Department to the Minister as allowance.
5. The terms and Conditions of appointment of Central Government employees who are appointed as PS/OSDs are governed by the orders issued in the G.O.Ms.No.439, GA(SPL.A) Dept., dated:30.09.2005. The same orders are made applicable, if any central Government employee is appointed as Personal Assistant.
6. The Jamedar/Office Sub-ordinate/Additional Driver shall be appointed by drafting personnel including technical personnel working in Government Departments. Local bodies and State Government Public Undertakings/Corporations. In exceptional cases if Minister desires for appointment of a retired Government employee or an outsider as his Jamedar/Office subordinate/Addl.Driver such appointment shall be done on a fixed remuneration as fixed by the Finance Department from time to time and the said fixed remuneration shall be paid to the Minister as allowance.

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7. The expenditure towards salaries and TA of the employees so appointed as PA/ Jamedar/Office Subordinates/Addl.Drivers to the O/o the Chief Minister/ Minister's/Chairman's/Advisor's of equivalent rank to cabinet status, shall be charged to the establishment, from which he has been drafted.
8. In the case of the PA/Jamedar/Office Subordinate/Addl.Drivers who are on deputation from offices located outside Twin Cities they can exercise option for payment of salaries from General Administration Department. But in no case the salaries of PSU employees shall be paid from consolidated fund of the state. Their expenditure of PSU employees shall be charged to the establishment from which they are drafted.

Allowances:-

9. The pay and allowances like DA, HRA, CCA, Spl.Pay shall be paid as they are drawing in their parent department.
 - 10.The other allowances in respect of Skilled/un-skilled workers drawn in their parent department are not allowed.
 - 11.Peshi allowance is allowed.
 - 12.The HRA and CCA is payable as applicable to the place of work but not to the place from where the personal are drafted.
 - 13.The EPF & ESI Contribution/Leave Salary contribution/Gratuity contribution/pension contribution in respect of the employees working in the Offices of the Ministers, as on the date of issue of the orders shall be paid by the General Administration Department. In future expenditure on EPF and ESI of the PSU employees and working in the O/o the Chief Minister/Minister's/ Chairman's/ Advisor's of equivalent rank to cabinet status, shall be borne by the concerned organization only.
 - 14.Allowances, if any, specific to job in the parent organization are not allowed.
 - 15.Telephone charges are allowed to PAs/PSs only, as per the rates fixed by IT & C dept.,
9. The Private Secretary/Officer on Special Duty/Addl.Private Secretary/ Personal Assistant and other staff working in the offices of the Ministers and Chief Minister's office shall be continued without reference to the maximum term and cooling off period as contained in para-8(3). The terms and conditions shall be made applicable in respect of any appointments made hereafter.
10. These orders shall come into fore **with immediate effect.**
11. This order issue with the concurrence of Finance (FR.II) Dept., vide their U.O.No.9671/177/FR.II/11, dated:10.06.2011.

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

**AJAY MISRA
PRINCIPAL SECRETARY TO GOVERNMENT (POLL.)**

To
The Private Secretary to Spl.CS to Chief Minister.
The General Administration (Claims.A/B/C/D) Department.
The Deputy Pay & Accounts Officer,
Secretariat Branch, Hyderabad.
The Finance (FR.II) Department.
SF/SC

//FORWARDED :: BY ORDER//

SD/-
SECTION OFFICER

//TRUE COPY//

PERSONNEL OFFICER