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THE TELANGANA GAZETTE
PART - I EXTRAORDINARY
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HYDERABAD, MONDAY, DECEMBER 12, 2022.

NOTIFICATIONS BY GOVERNMENT

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MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
(TP&E.2)

THE TELANGANA STATE MUNICIPAL MINISTERIAL SUBORDINATE SERVICE RULES, 2022.

[G.O.Ms.No. 236 Municipal Administration & Urban Development (TP&E.2), 12th December, 2022.]

In exercise of the powers conferred by sub-section (1) of section 238 read with sub section (2) of section 43 of the Telangana Municipalities Act, 2019 and in supersession of orders issued in G.O.Ms.No.17, MA & UD (G1) Dept., dt.16.01.2013, the Government of Telangana hereby makes the following rules for the Telangana State Municipal Ministerial Subordinate Service.

1. SHORT TITLE:- These Rules may be called "The Telangana State Municipal Ministerial Subordinate Service Rules; 2022"

2. EXTENT AND COMMENCEMENT:- They shall apply to all Municipalities as defined in Telangana Municipalities' Act, 2019 in the State of Telangana and shall come into force with immediate effect.

3. DEFINITIONS:- As they occur unless the context otherwise requires the words and expressions used in these rules but not defined shall carry the same meaning as defined in the Telangana State and Subordinate Service Rules, Telangana State Ministerial Service Rules, Telangana Municipalities Act, 2019 and other relevant rules.

4. CONSTITUTION:- The Telangana State Municipal Ministerial Subordinate Service shall consist of the following Categories viz.:-

Category-I:- Managers of Special and Selection Grade Municipalities.

Category-II:- Managers of First Grade Municipalities and Revenue Officers of Special and Selection Grade Municipalities.

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- Category-III:-** Managers of Second and Third Grade Municipalities, Revenue Officers of First, Second and Third Grade Municipalities.
- Category-IV:-** Senior Assistants including Upper Division Revenue Inspectors (UDRI) and Senior Stenographers (UD Steno).
- Category-V:-** Junior Assistants including Typists and Junior Stenographers.
- Category-VI:-** Ward Officers (Bill Collectors)

The posts of Senior Assistants, Upper Division Revenue Inspectors are equivalent posts and they are inter-transferable.

5. Unit of appointment :- The pattern and norms of this service shall be as follows:-

I. Categories- I to IV:- Each Zone will be a Local Unit.

II. Category- V & VI:- Each District will be a Local Unit.

ZONES AND OTHER JURISDICTION

Zone - I :- (Kaleshwaram)	All Municipalities in Kumrambheem - Asifabad, Mancherla, Peddapalli, Jayashankar - Bhupalpally, Mulugu Districts.
Zone - II :- (Basara)	All Municipalities in Adilabad, Nirmal, Jagityal, Nizamabad Districts.
Zone - III:- (Rajanna)	All Municipalities in Karimnagar, Rajanna - Sircilla, Siddipet (Part of Erstwhile Warangal, Medak, & Karimnagar), Medak, Kamareddy Districts.
Zone - IV:- (Bhadadri)	All Municipalities in Bhadadri - Kothagudem, Khammam, Mahabubabad, Warangal, Hanamkonda Districts.
Zone - V:- (Yadadri)	All Municipalities in Janagaon, Suryapet, Nalgonda, Yadadri-Bhongir Districts.
Zone - VI:- (Charminar)	All Municipalities in Medchal - Malkajgiri, Hyderabad, Rangareddy, Sangareddy, Vikarabad Districts.
Zone - VII:- (Jogulamba)	All Municipalities in Mahabubnagar, Narayanpet, Jagulamba-Gadwal, Wanaparthi, Nagarkurnool Districts.

6. APPOINTING AUTHORITY IN RESPECT OF CATEGORIES-I to III:- The Commissioner and Director of Municipal Administration shall be the appointing authority in respect of Categories I to III of this service.

7. APPOINTING AUTHORITY IN RESPECT OF CATEGORIES-IV to VI:- The Regional Director-Cum-Appellate Commissioner of Municipal Administration of the concerned region shall be the appointing authority for Categories-IV to VI.

8. METHOD OF APPOINTMENT:- (i) FOR CATEGORIES-I to III:-

Category-I: By Promotion from Category-II working in the Municipalities of their respective Zones as the case may be with not less than two years of service in that Category.

Category-II:

By Promotion from Category-III working in the Municipalities of their respective Zones as the case may be with not less than two years of service in that Category.

Category-III:

By Promotion from the Category-IV of their respective Zone as the case may be with not less than two years of service in that Category.

Provided that whenever a Gram Panchayat, is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Panchayat Secretary-Grade-I of the Gram Panchayat so constituted as a Municipality or included in the neighbouring Municipality as the case may be shall on his exercising the option in writing to be absorbed into Telangana State Municipal Ministerial Subordinate Service be absorbed in Category-III respectively of the Telangana State Municipal Ministerial Subordinate Service. The seniority of the so absorbed employee will be fixed as per provision of rule 15(iii) of Telangana State Ministerial Service Rules.

(ii) FOR CATEGORIES-IV to VI:

Category-IV: By Promotion from the eligible Junior Assistants and Typists working in the Municipalities of the respective Zone with not less than 2 years of service;

The appointment shall be made by Regional Director-Cum-Appellate Commissioner of Municipal Administration from the Category-V.

Provided that whenever a Gram Panchayat is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality, the Panchayat Secretary Grade-II of the said Gram Panchayat shall be absorbed in Category-IV of the Telangana State Municipal Ministerial Subordinate Service on their exercising option in writing to be absorbed into Telangana State Municipal Ministerial Subordinate Service and their seniority of the so absorbed employee will be fixed as per provision of rule 15 (iii) of Telangana State Ministerial Service Rules.

Category-V: The Appointment shall be made by Regional Director-Cum-Appellate Commissioner of Municipal Administration from the Category-VI or from the last grade service.

The Recruitment to Category-V shall be made in the following rotation:-

1 st Vacancy:	By Direct Recruitment
2 nd Vacancy:	By Appointment by Transfer from Category-VI.
3 rd Vacancy:	By Direct Recruitment
4 th Vacancy:	By Appointment by Transfer from Record Assistant
5 th Vacancy:	By Direct Recruitment
6 th Vacancy:	By Appointment by Transfer from category of Office Subordinate (Attender) or Members of equivalent category
7 th Vacancy:	By Direct Recruitment
8 th Vacancy:	By Appointment by Transfer from the Category of Driver.

Provided that the vacancies intended for Direct Recruitment shall be filled through Telangana State Public Service Commission.

Provided further the candidates for the sixth and eighth vacancies intended for appointment by transfer from Driver or Last Grade Service shall complete 5 years of regular service in the lower category and shall possess requisite qualifications to hold the post in Category-V.

Provided also that if no qualified persons in the Municipality are available for the second, fourth, sixth and eighth vacancies for appointment the vacancies shall be filled by Direct Recruitment.

Provided also that preference shall be given to women and they shall be selected for appointment in respect of direct recruitment to an extent of at least 33^{1/3} % in each category of Open Competition, Backward Classes, Economically Weaker Sections, Scheduled Castes and Scheduled Tribes quota.

Provided also that whenever a Gram Panchayat is constituted into a Municipality or the entire area or part of any Gram Panchayat is included in the limits of the neighbouring Municipality the Panchayat Secretary Grade-III, Junior Assistants, of the said Gram Panchayat shall on their exercising their option in writing to be absorbed into Category-V of Telangana State Municipal Ministerial Subordinate Service and their seniority of the so absorbed employee will be fixed as per provision of rule 15 (iii) of Telangana State Ministerial Service Rules.

Category-VI: The Recruitment of Category-VI shall be made in the following rotation.

1 st Vacancy:	By Direct Recruitment
2 nd Vacancy:	By Direct Recruitment
3 rd Vacancy:	By appointment by transfer from the category of Office Subordinate (Attender)
4 th Vacancy:	By Direct Recruitment
5 th Vacancy:	By appointment by transfer from the category of Public Health Worker
6 th Vacancy:	By Direct Recruitment
7 th Vacancy:	By Direct Recruitment
8 th Vacancy:	By appointment by transfer from the category of Non-Public Health Worker
9 th Vacancy:	By Direct Recruitment
10 th Vacancy:	By Direct Recruitment

The appointment of candidates for Category-VI by transfer shall be made by the Regional Director-cum-Appellate Commissioner of Municipal Administration from the categories of Office Subordinate / Public Health Worker / Non-Public Health Worker.

In the event of employees with prescribed qualification are not available for appointment by transfer to fill up 3rd vacancy, 5th vacancy and 8th vacancy of Category-VI, the resultant vacancies shall be filled up by direct recruitment.

The vacancies intended for direct recruitment should be filled through Telangana State Public Service Commission.

9. RESERVATION OF APPOINTMENT: Reservation of appointments shall be as per the provisions contained in Rule 22 & 22A of the Telangana State Subordinate and Service Rules, 1996 & subsequent amendments issued from time to time.

Subject to following for direct recruitment in respect of Category-VI, subject to allowing (i) Lower Vision disability instead of Blindness mentioned at roster Point No.6 & (ii) Multiple Disabilities involving a combination of (a) Low Vision, (b) Deaf & Hard of Hearing, (c) Locomotor Disability including cerebral palsy, Leprosy cured, Dwarfism, Acid Attack Victims & Muscular dystrophy instead of Autism, Intellectual Disability, Specific Learning Disability & Mental Illness mentioned at Roster Point No.82.

10. QUALIFICATIONS: No person shall be eligible for appointment to the category of posts in column (2) of the table specified below unless he/she possesses the qualifications prescribed in the corresponding entries in column (3) thereof.

Sl. No. (1)	Category of post (2)	Qualification (3)
1	Ward Officer	Must hold a Bachelors Degree of any university in India established or incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification. <i>Provided that the candidates for appointment by transfer with intermediate qualification may be considered for promotion subject to the condition that they shall acquire qualification of a Bachelors Degree of any university in India established or</i>
		<i>incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification within a maximum period of five (5) years from the date of promotion as Ward Officer.</i>
2	Junior Assistant	Must hold a Bachelors Degree of any university in India established or incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification.
3	Typist	(i) Must hold a Bachelors Degree of any university in India established or incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification. (ii) A pass in English Type writing Higher Grade examination. (iii) A pass in Telugu Type writing Lower Grade examination.
4	Junior Stenographer	(i) Must hold a Bachelors Degree of any university in India established or incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification. (ii) A pass in English and Telugu Short Hand Lower Grade examination or its equivalent examination. (iii) A pass in English Type writing Higher Grade examination.
5	Senior Stenographer	(i) Must hold a Bachelors Degree of any university in India established or incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification.

		(ii) A pass in English and Telugu Short Hand Higher Grade Examination or its equivalent examination. (iii) A pass in English Type writing Higher Grade examination (iv) A pass in Telugu Type writing Higher Grade examination. (v) A pass in Accounts Test for Local Body Employees Part-I and Part-II.
6	Senior Assistant	(i) Must hold a Bachelors Degree of any university in India established or incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification.
7	Manager/Revenue Officer Category-I, II & III	(i) Must hold a Bachelors Degree of any university in India established or incorporated or under a Central Act or a Provincial Act or a State Act or an Institution recognized by the University Grants Commission or any other equivalent qualification. (ii) A pass in Accounts Test for Local Body Employees Part-I and Part-II.

11. TEMPORARY APPOINTMENT: (1) Where it is necessary in the public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on a higher category in the service by promotion from a lower category and there would be undue delay in making appointment by promotion in accordance with these rules, the appointing authority may promote a person otherwise than in accordance with the rules on purely temporary basis until a person is promoted in accordance with the rules.

(2) No person who does not possess the qualifications, if any, prescribed for the said service shall ordinarily be promoted under sub-rule (1).

(3) A person temporarily promoted under sub-rule (1) whether or not he/she possesses the qualifications prescribed for the service to which he/she is promoted, be replaced as soon as possible by the member of the service who is entitled to the promotion under the rules.

(4) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled by reason of only of such temporary promotion to any preferential claim to future promotion to such higher category.

(5) If such person is subsequently promoted to the higher category in accordance with the rules he/she shall commence his/her probation if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine.

12. SENIORITY: (1) The seniority of a Member of the service in each category and grade shall be determined by the date of his/her first appointment to that category in accordance with these rules:

Provided, that if any portion of the service of a Member does not count towards his/her probation, his/her seniority shall be determined by the date of the commencement of his/her service which counts towards probation.

(2) Where the date by which seniority is determined under sub-rule (1) is the same in the case of two or more members of the service, their inter-seniority shall be determined by the appointing authority with reference to their age and the member older in age should succeed the younger.

(3) A member of the service shall, unless he/she is reduced in seniority as a punishment, retain seniority in the category as determined by sub-rules (1) and (2) through his service, notwithstanding any delay in the completion of his/her probation or in his/her appointment as a full member of the service.

(4) Where a member of any service is reduced to a lower category or grade, he/she shall be placed at the top of the latter, unless the authority ordering the punishment, directs that he/she shall take in such lower category or grade, next below any specified member thereof.

13. PROBATION: (1) 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 to any category by promotion or by transfer shall be on probation for a total period of one year on duty within a continuous period of two years.

(2) A probationer in a service or a class or category of a service, shall be eligible to count for probation his/her service, if any, performed otherwise than in a substantive capacity on regular appointment to another service in accordance with the rules, if the normal method of recruitment to the latter service is, according to the rules, by transfer from the former service of the class or category thereof, as the case may be.

(3) A probationer in any category or a service or class of service shall be eligible to count for probation his/her service, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category of the same service or class or service as the case may be.

Nothing contained in this sub-rule shall be construed as authorizing the promotion of a probationer in a category to a higher category in contravention of rule 12 of these rules.

(4) A probationer in any category of a service who is promoted temporarily under the provisions of rule 11 of these rules to a higher category in the same service shall be entitled to count towards his/her probation, if any, in the former category, the period of duty performed by him in the latter category during which he/she would have held a post in the former category but for such temporary promotion.

14. EXTENSION OF PROBATION: (1) (i) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests if any prescribed in these rules, the appointing authority shall by order, discharge him/her from the service unless the period of probation is extended under sub-rule (2).

(ii) If within the period of probation prescribed in these rules or within extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examination in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he/she has so appeared are not known before the expiry of such period, he/she shall continue to be on probation until the publication of the results of the test for examinations for which he/she has appeared.

(iii) In case the probationer who fails to pass any of the tests or examinations for which he/she has so appeared, the appointing authority shall by order, discharge him/her from the service.

(iv) Any delay in the issue of an order discharging a probationer under clause (i) or (ii) shall not entitle him/her to be deemed to have satisfactorily completed his/her probation.

(2) In the case of any probationers falling under sub-rules (4) and (5) of rule 11 or sub-rule 2 and 3 of rule 28, the appointing authority may extend his/her probation to acquire the special qualifications or pass the prescribed tests or to complete the period of punishments imposed if any under rule 28, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not, such extended period of probation shall terminate at the latest.

(3) In the case of any probationer falling under sub rules (2) and (3) of rule 28 when he/she has after the date of expiry of the period of probation prescribed for the service, class or category in which he/she is on probation completed one year of duty in such service, class or category.

(4) In cases, where the probation of a probationer is extended his/her increment shall be postponed until he/she completes his/her probation satisfactorily and by the period for which his/her probation is extended, such postponement of increment shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he/she has passed the prescribed tests or examinations or after he/she completes his/her probation satisfactorily.

(5) In the case of a probationer whose period of probation is one year on duty the increment shall be postponed until he/she completes his/her probation. It shall not, however, be postponed, if it falls due after he/she completes his/she probation satisfactorily.

15. APPEAL AGAINST DISCHARGE: (1) A probationer discharged from service shall be entitled to appeal to the Commissioner and Director of Municipal Administration in respect of Categories-IV to VI and to the Government in respect of Categories-I to III against the order of discharge passed by the appointing authorities concerned within sixty days of the date of which one receive the orders of discharge.

(2) The Government in respect of Categories-I to III and the Commissioner and Director of Municipal Administration in respect of Categories-IV to VI may on their own motion or otherwise revise any order of the lower appointing authorities concerned.

(3) When an order of discharge is issued by an authority subordinate to the appointing authority, he/she shall exercise the powers as mentioned in sub rules (1) and (2).

16. COMMENCEMENT OF PROBATION OF THOSE WHO ARE FIRST APPOINTED TEMPORARILY: (1) A person having been appointed temporarily under rule 11 to a post borne on the cadre of the service is subsequently appointed to the service, he/she shall commence his/her probation from the date of such subsequent appointment or from such earlier date as appointing authority may determine.

(2) A probationer in any category of the service shall be eligible to count for probation, the period of service if any, performed in a higher category of the service if during such period he/she would have held a post in the former category but for his/her appointment to the latter category.

17. MEMBERS ABSENT FROM DUTY: The absence of a member of the service from duty in such service whether on leave or on foreign service or on deputation or for any other reason and whether his/her lien in a post borne on the cadre of such service is suspended or not, shall not if he/she is otherwise, fit, render him/her ineligible in his/her turn:

(i) For re-appointment to a substantive or officiating vacancy in the class or category in which he/she may be probationer or an approved probationer; or

(ii) For promotion from a lower to higher category in such service; or

(iii) For appointment to any substantive or officiating vacancy in another service for which he/she may be an approved candidate, as the case may be in the same manner as if he/she had not been absent. He/she shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he/she would have enjoyed but for his/her absence subject to his/her completing satisfactorily a period of probationer on his/her turn.

18. APPOINTMENT OF FULL MEMBERS: (1) Subject to the provisions of rules 9 and 10 an approved probationer shall be appointed by the appointing authority, to be a full member of the service in the class or category for which he/she was selected at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from a date of previous to the issue of the order of appointment, he/she may be so appointed with retrospective effect from the date or, as the case may be from any subsequent date from which he/she was continuously on duty as a member of the service in such class or category or in a higher class or category;

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

(2) For the purpose of this proviso, if there are more persons than one who have completed the prescribed period of probation, the senior most among them shall be deemed to be the senior most, approved probationer eligible for appointment as full member, notwithstanding the fact that his/her probation has not been declared, provided the delay in declaration of probation is due to administrative reasons, but subject to the condition of his/her probation being declared subsequently to have been satisfactorily completed.

(3) If there is a senior, who joined duty later due to administrative reasons, such as availing of joining time, and the like and hence commenced probation from a date later than his/her junior, the senior shall be deemed to be the approved probationer eligible for appointment as full member notwithstanding the fact that he/she has not completed the prescribed period of probation on the date of the vacancy, but subject to his/her satisfactorily completing the prescribed period of probation.

(4) For the purpose of this sub-rule, an approved probationer on leave shall be deemed to be on duty as member of the service in the class or category concerned if he/she would have been on duty in such class or category or in a higher class or category but for his/her absence on leave.

(5) Where appointment to any service, class or category is according to rules both by direct recruitment and by transfer vacancies against which persons have been recruited direct shall be regarded as distinct group, while all other vacancies shall be regarded as another distinct group, and appointment of full members in accordance with sub-rule (1) shall be made separately in each of these groups.

19. POSTINGS AND TRANSFERS: (1) The employees working in Categories-I to VI are liable for transfer within the Zone / District concerned and category. The authority competent to order the postings and transfers in respect of Categories-I to VI within the Zone/District as the case may be, shall be the appointing authority concern.

(2) The employees working in Category-IV are liable for transfer within the Zones concerned. The employees working in categories, Category-V and VI are liable for transfer within the districts concerned. The authority competent to order the postings and transfers of Categories-IV to VI shall be the concerned Regional Director of Municipal Administration.

Provided that the Commissioner and Director of Municipal Administration shall have the power to cancel, to modify or to revise such transfers and to issue such instructions to the concerned Regional Director-cum-Appellate Commissioner of Municipal Administration as he/she deems fit.

20. AGE: - The rule governing the minimum age for direct recruitment in the Government service, shall mutatis-mutandis apply to all the services in these rules.

21. TRAINING: - (1) Every person appointed to Category-V, shall undergo training before commencement of his/her probation as specified below:

- Two weeks in Accounts Section
- Two weeks in Taxation
- Two weeks in Town Planning Section
- Two weeks in Engineering Section
- Two weeks in Public Health Section
- One week in Council Meeting Section
- One week in Inward Section
- One week in Outward Section
- One week in Record Room.

(2) "Every person appointed to Category-VI shall undergo training for a period of three months as prescribed by Commissioner & Director of Municipal Administration before commencement of the probation.

22. CONDITIONS OF SERVICE: In matters not covered by these rules, the member of the service shall be governed by all other rules applicable to Government Servants.

23. PAY AND ALLOWANCES: A member of this service, shall begin to draw the pay and allowance attached to his/her tenure of a post with effect from the date when he/she assumes the duties of that post and shall cease to draw them as soon as he/she ceases to hold the post.

24. LEAVE:- The authority to sanction all kinds of leave except study leave and special disability leave to the members of all categories of Telangana State Municipal Ministerial Subordinate Service is the Municipal Commissioner of the respective Municipalities.

25. LEAVE SALARY:- Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account "010- Salaries".

26. PAYMENT OF PAY AND ALLOWNCES, TRANSIT PAY, TRAVELLING ALLOWANCES AND DEARNESS ALLOWNCES: (1) A member of this service shall draw pay and allowances admissible as revised by Government from time to time.

(2) Expenditure on Pay and Allowances of the members of the service shall be made under detailed Head of Account "010- Salaries" through Government Treasuries as per orders issued in G.O. Ms. No. 179, MA & UD (G1) Department, dated 25-02-2009 and subsequent orders issued by the Government from time to time as the case may be.

27. LOANS AND ADVANCES:- The authority which may sanction various loans and advances to a member of this service shall be the Commissioner of the Municipalities in which he/she is working.

28. DISCIPLINE AND CONTROL:- (1) The Telangana State Civil Service (Classification, Control and Appeal) Rules, 1963 applicable to Government employees shall be made applicable to the members of the service except to the extent indicated hereunder.

(2) The Commissioner of the Municipal Council may suspend a member of this service of all the categories pending enquiry into grave charges or impose the following penalties.

- i) Censure
- ii) Withholding of increment, and
- iii) Recovery from pay of the whole or any Part of any pecuniary loss caused to the Municipal Council by negligence or breach of orders while working in the Municipality.

Provided that the appointing authorities concerned shall be the authority who can also suspend a member of this service pending enquiry into grave charges or impose the above penalties.

(3) The authority which may impose the following penalties on a member of the service shall be the appointing authorities concerned or any higher authority:

- i) Withholding of promotion where such penalty is imposed on a ground of specific default or misconduct.
- ii) Reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale.
- iii) Compulsory retirement from service.
- iv) Removal from service.
- v) Dismissal from service.
- vi) Suspension.

(4) When, in any case, a higher authority has imposed or declined to impose a penalty under this rule a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case.

(5) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not preclude a higher authority from exercising his/her jurisdiction under this rule in respect of the same case.

(6) The order of higher authority imposing or declining to impose in any case, a penalty under this rule shall supersede any order passed by a lower authority.

(7) An appeal against any order passed by the appointing authorities in respect of Categories-IV to VI concerned shall lie to the Commissioner and Director of Municipal Administration and the Government against the orders of the Commissioner and Director of Municipal Administration, in respect of Categories-I to III.

29. CONDUCT: Telangana State Civil Service (Conduct Rules), 1964 applicable to Government Servants as amended from time to time shall be made applicable to the Members of the Service.

30. PENSION AND GRATUITY: (1) The existing municipal employees appointed before 01-09-2004 and who are promoted to this service shall be paid pension as per Telangana State Revised Pension Rules, 1980 under the Head of Account "MJH 2071-01-MH 110 – SH (09)-040-041 Pensions".

(2) The existing municipal employees appointed on or after 01-09-2004 and who are promoted to this service and persons recruited direct to this service shall come under the purview of contributory pension scheme introduced in G.O. Ms. No. 653, Finance (Pension.I) Department, dated 22-09-2004.

31. REVIEW OF EARLIER PROMOTIONS: (1) Notwithstanding anything contained in these rules, the appointing authorities shall as soon as possible after these rules come into force fit in the officers or employees in the categories concerned into such categories of service or grade thereof as they consider them fit after examining their previous record and all other relevant circumstances and in terms of general instructions or guidelines, if any, issued by the Government for such fixation.

(2) An appeal shall lie to the Commissioner and Director of Municipal Administration against the orders issued by the appointing authority in respect of Categories-IV to VI and to the Government against the orders issued by the Commissioner and Director of Municipal Administration in respect of Categories-I to III:

Provided that the Government may call for the records of any such order or orders passed by the Commissioner and Director of Municipal Administration and other appointing authorities and pass such orders as they deem fit, on appeals.

(3) Any order or orders passed in accordance with these rules by the authorities concerned or any higher authority, shall be binding on the Municipal Councils and such orders shall have to be implemented by the Municipal Councils.

(4) An appeal shall lie to the competent authority within sixty days from the date of receipt of orders under sub-rule (1) by the employee concerned.

32. SAVING: All the transfers, promotions and suspensions made by the concerned competent authorities in pursuance of the previous rules and all acts, proceedings or things done or taken by the State Government or by any officer of the State Government or by any other Authority under the said orders shall be deemed to be and to have always been done or taken in accordance with these rules.

ARVIND KUMAR,

Special Chief Secretary to Government.

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