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NOTIFICATIONS BY GOVERNMENT

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

THE TELANGANA STATE MUNICIPAL ACCOUNTS SUBORDINATE SERVICE RULES, 2022.

[G.O.Ms. No. 265, *Municipal Administration & Urban Development (TP&E.2)*, 24th 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 (Act No. 11 of 2019) and in supersession of earlier rules issued in G.O. Ms. No. 588, MA&UD (G1) Department, dated 31-12-2011 read with G.O. Ms. No. 587, MA&UD (G1) Department, dated 31-12-2011, the Government of Telangana hereby makes the following Rules for the Telangana State Municipal Accounts Subordinate Service.

RULES

- 1. Short title, Extent and commencement:** (1) These rules may be called the Telangana State Municipal Accounts Subordinate Service Rules, 2022.
(2) They shall apply to all Municipalities in the State of Telangana defined in the Telangana Municipalities Act, 2019.
(3) They shall come into force with immediate effect.
- 2. Definitions:** Unless the context otherwise requires, the words and expressions used in these rules shall carry the same meaning as defined in the Telangana Municipalities Act, 2019.

3. Constitution: The Telangana State Municipal Accounts Subordinate Service shall consist of the following categories of posts, namely:-

Category-I	Accounts Officer
Category-II	Junior Accounts Officer
Category-III	Senior Accountant
Category-IV	Junior Accountant

Explanation I: Accounts Officers have to work as Head of Accounts Section in Municipalities having income more than ten crore rupees.

Explanation II: Junior Accounts Officers have to work as Head of Accounts Section in Municipalities having income up to ten crore rupees or to assist Accounts Officer in Municipalities having income of rupees more than twenty crores.

4. Appointment: The method of appointment and appointing authority for the categories of posts mentioned in column (1) of the table below shall be as specified in the corresponding entries in column (2) and column (3) thereof: -

Category (1)	Method of Appointment (2)	Appointing Authority (3)
I. Accounts Officer	1. By direct recruitment to the extent of 50% of the total posts in the category. 2. By promotion from Category II working in Zones of respective Multizones, to the extent of 50% of the total posts in the category by preparing Inter-se-Seniority 3. In the event of employees with prescribed qualifications are not available for promotion to Category-I, the resultant vacancies shall be filled by direct recruitment.	Commissioner and Director of Municipal Administration
II. Junior Accounts Officer	1. By Direct Recruitment to the extent of 50% of the total posts in the category. 2. By promotion from Category-III working in the respective Zones, to the extent of 50% of the total posts in the category. 3. In the event of employees with prescribed qualifications are not available for promotion to Category-II, the resultant vacancies shall be filled by direct recruitment.	Commissioner and Director of Municipal Administration
III. Senior Accountant	1. By Direct Recruitment to the extent of 50% of the total posts in the category. 2. By promotion from Category-IV working in the Municipalities of the Districts of respective zone, to the extent of 50% of the total posts in the category by preparing Inter-se-Seniority. 3. In the event of employees with prescribed qualifications are not available for promotion to Category-III, the resultant vacancies shall be filled by direct recruitment.	Regional Director cum Appellate Commissioner of Municipal Administration

IV. Junior Accountant	1. By Direct Recruitment to the extent of 50% of the total posts in the category. 2. By appointment by transfer from the Categories of Ward Officers (Bill Collectors) and Record Assistants working in the Municipalities in the District to the extent of 50% of the total posts in the category. 3. In the event of employees with prescribed qualifications are not available for promotion to the Category-IV, the resultant vacancies shall be filled by direct recruitment.	Regional Director cum Appellate Commissioner of Municipal Administration
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5. Reservation of appointment: Rule 22 of the Telangana State and Subordinate Service Rules, 1996 and the rules relating to reservations for different categories i.e., SC, ST, BC, EWS, Women, Physically handicapped etc. in the service shall apply to the appointments made by direct recruitment and promotions.

6. Qualifications: For appointment to all categories of posts either by direct recruitment or by promotion, or by transfer one should possess a Bachelor Degree in Commerce of a university in India established or incorporated by or under Central Act or State Act and recognized by University Grants Commission.

7. Age: The rules governing the minimum age for direct recruitment in the government service shall mutatis-mutandis apply to all categories of this service.

8. Temporary Appointment: (1) Where it is necessary in the public interest owing to an emergency which has arisen to immediately fill a vacancy, the appointing authority may appoint a person by method of appointment by promotion purely on a temporary basis, until a person is appointed in accordance with the rules.

(2) No person who does not possess the prescribed qualification shall be promoted under sub-rule (1)

(3) A person promoted under sub-rule (1) shall not be regarded as probationer in the higher category or be entitled for any preferential claim for future promotion to such higher category, or seniority.

9. Probation: Every person appointed to a category in the service shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if in case of directly recruited person, and for a total period of one year on duty within a continuous period of two years, if appointed by promotion or appointment by transfer.

10. Seniority: The seniority of the members of the service shall be determined as per Rules (33) to (36) of the Telangana State and Subordinate Service Rules, 1996.

11. Postings and Transfers: (1) The members working in Category-I are liable for transfer within the Multi Zone and Categories-II & III are liable for transfer within the Zones of concerned. Multi Zone defined under Presidential Order (P.O.) 2018. The authority competent to order postings or transfers is the Commissioner and Director of Municipal Administration.

(2) The members working in categories III and IV are liable for transfer **within the zone and districts concerned respectively**. The authority competent to order postings or transfers within the zone **and districts** is the Regional Director cum Appellate Commissioner of Municipal Administration concerned:

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

12. Training: (1) Every person appointed by direct recruitment to the posts of Accounts Officer, Junior Accounts Officer and Senior Accountant and every person appointed to the post of Junior Accountant, either by promotion or by direct recruitment shall undergo induction training as defined by the competent appointing authority

(2) There shall be orientation training to the members of service at such periodic intervals as determined by the Commissioner and Director of Municipal Administration.

13. Tests: (1) Every person appointed by direct recruitment in any category shall pass the following tests within the period of probation, or within such extended period as fixed by the competent authority.

- (i) Accounts Test for Local Body Employees – Paper-I and Paper-II
- (ii) Accounts Test for Subordinate Officers – Part-I and Part-II

(2) If any person fails to pass the above tests within the period of probation or within such extended period, he shall be discharged from service by the appointing authority;

Provided that a member of SC/ST shall not be discharged from service for failure to pass the above tests and the period of probation of such member shall stand extended from time to time till he/she passes the tests.

(3) No person shall be eligible for promotion to Category-I, II and III unless he passes the test prescribed in sub rule (1).

14. Local Units, Multi Zones, Zones and Jurisdiction: The pattern and norms of this Service shall be as follows:-

Category-I	Each Multi Zone will be a local unit
Category-II	Each Zone will be a local unit
Category-III	Each Zone will be a local unit
Category-IV	Each District will be a local unit
Multi zone –I	Zones I to IV of presidential order.
Multi zone-II	Zones V and VII of presidential order.
Zone-I	All Municipalities in Kumurambheem-Asifabad, Mancherial, Peddapalli, Jayashankar-Bhupalapalli and Mulugu Districts.
Zone-II	All Municipalities in Nizamabad, Adilabad, Nirmal and Jagtial Districts
Zone-III	All Municipalities in Karimnagar, Rajanna-Sircilla, Siddipet, Medak and Kamareddy Districts.
Zone-IV	All Municipalities in Bhadrari-Kothagudem, Khammam, Mahabubabad, Warangal and Hanumakonda Districts
Zone-V	All Municipalities in Janagaon, Suryapet, Nalgonda and Yadadri-Bhongiri Districts
Zone-VI	All Municipalities in Medchal-Malkajgiri, Hyderabad, Rangareddy, Sangareddy and Vikarabad Districts.
Zone-VII	All Municipalities in Mahabubnagar, Narayanpet, Jogulamba-Gadwal, Wanaparthy and Nagarkurnool Districts.

15. Conditions of Service: In matters not covered by these rules, the members of the service shall be governed by all the rules applicable to government servants.

16. Pay and allowances: (1) A member of the service shall draw pay and all allowances admissible as per the orders of 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, M.A. & U.D. (G1) Department, dated 25-2-2009 and subsequent orders issued by the Government from time to time as the case may be.

17. Leave: (1) The Commissioner and Director of Municipal Administration is competent to sanction leave other than casual leave to members of category-I and II.

(2) The Commissioner of the municipality concerned is competent to sanction leave other than casual leave to the members of category-III and IV.

(3) The Commissioner of the municipality concerned is competent to sanction casual leave, compensatory leave and optional holiday to all the members of the service.

18. Leave Salary: Leave salary of the members of the service shall be paid through Government Treasury under detailed Head of Account 010-salaries.

19. Loans and Advances: The Commissioner of the Municipality is competent to sanction loans and advances to the members of service as per rules applicable to State Government employees.

20. Discipline and Control: The Telangana State Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to the government servants shall apply to the members of this service except to the extent indicated hereunder;

(1) The Commissioner of the Municipality may place a member of any category of this Service under suspension pending inquiry/ investigation into criminal complaints or on filing charge sheet in a court of Law against the member of the service for a period of six months:

Provided that the Appointing Authority concerned shall also have the power to place a member of service under suspension pending inquiry into grave charges.

(2) The authority, which may impose the following penalties on a member of this service, shall be the appointing authority concerned.

- (i) Suspension.
- (ii) Reduction to lower rank in the seniority list or to a lower post or time scale or to a lower stage in a timescale.
- (iii) Withholding of increments /promotion.
- (iv) Compulsory retirement from service.
- (v) Removal from service
- (vi) Dismissal from service.

(3) An appeal against any order passed by the appointing authority in respect of categories III and IV shall lie to the Commissioner and Director of Municipal Administration and in respect of categories I and II to the Government.

(4) An appeal has to be filed within three months. The period of three months is reckoned from the date of receipt by the member of this service of the order imposing the penalty.

21. Conduct: The Telangana State Civil Services (Conduct) Rules, 1964 applicable to government servants as amended from time to time shall apply to the members of this service.

22. Pension: (1) The existing municipal employees appointed before 1-9-2004 and who are promoted to this service shall be paid pension as per Telangana State Revised Pension Rules 1980, under the Head of Account "MJH2071-01-MH 110-SH (09).040-041.pensions".

(2) The existing municipal employees appointed on or after 1-9-2004 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 22-9-2004.

(3) In respect of officers drawn on deputation, the concerned department shall pay the pension, as applicable in their parent department.

23. Savings: If there is any difficulty or discrepancy in interpreting the rules, the matter shall be referred to the Government and orders passed thereon shall be final.

ARVIND KUMAR,
Special Chief Secretary to Government.

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