

Category	Method of appointment
1. Town Planning Officer (Selection Grade)	By promotion from the category 2 with not less than three years in the category or by direct recruitment, if no qualified and suitable person is available for appointment by promotion from Category 2.
2. Town Planning Officer (Special Grade)	By promotion from the category 3 with not less than three years of service in that category, or by direct recruitment if no qualified and suitable person is available for appointment by promotion from category 3.
3. Town Planning Officer	By promotion from the category 4 with not less than three years of service in that category, or by direct recruitment if no qualified and suitable person is available for appointment by promotion from category 4 with not less than three years of service in that category.
4. Town Planning Supervisor	By promotion from the category 5 with not less than three years of service in that category or by direct recruitment, if no qualified and suitable person is available for appointment by promotion from Category 5.
5. Town Planning & Overseer	By promotion from the category 6 with not less than two years of service in that category, or by direct recruitment, if no qualified and suitable person is available for appointment by promotion from category 6.
6. Town Planning & Building Inspector and Town Planning D`man & Surveyor.	By recruitment by transfer of qualified and suitable persons from the post of Town Planning Tracer in Municipalities who have worked for not less than 2 years in such post or by direct recruitment if no qualified and suitable person is available for appointment by transfer from that category.

Note:- Promotion to the categories, 1,2,3,4,5 and 6 shall be made on grounds of merit and ability Seniority being considered only where merit and ability are approximately equal.

5. Appointing authority: The appointing authority in respect of all the categories shall be the Director of Town Planning.

6. Reservation of appointments: Except in so far as it relates to physically handicapped persons rules 22 of the Andhra Pradesh State and Subordinate Service Rules shall apply to appointments by direct recruitment to the categories of posts under this service.

7. Age: No person shall be eligible for appointment by direct recruitment, if he has completed 30 years of age, on the first day of July of the year in which the selection for appointment is made

8. Qualifications: No person shall be eligible for appointment to the category of posts mentioned in column 1) of the Annexure to these rules, unless he possesses the qualifications prescribed in the corresponding entries in column (2) thereof.

9. Probations: Every person appointed to each category in the said 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 recruited direct and for a total period of one year on duty within a continuous period of two years, if appointed by promotion or transfer.

10. Postings and Transfers: The authority competent to order the postings and transfers in respect of all the categories in this service shall be the Director of Town Planning.

11. Tests: A person appointed to categories 1,2,3, and 4 either by promotion or by direct recruitment, if he has not already passed, shall pass the Account Test prescribed for Employees of Local Bodies, within the period of probation. Provided that a person who is already appointed to the categories 1,2,3 and 4 either by promotion or by direct recruitment prior to coming into force of these rules and who is probationer or approved probationer shall pass the aforesaid test within a period of two years from the date of issue of these rules. If any such person fails to pass the said tests within the said period his further increments shall be postponed until such time that he passes the said test.

12. Training: Every person in the said service shall be liable to undergo training for such period and on such terms as may be pre-scribed by the Government from time to time.

13. Conditions of Service In matters not covered by these rules, the members of this service shall be governed by all other rules applicable to: Government Servants.

14. Pay: A member of this service shall draw pay in the scales of pay sanctioned by Government from time to time.

15. Leave: The authority which may sanction regular leave except casual leave, compensatory leave, optional holiday to a member of this service shall be the Director of Town Planning. The authority which may sanction casual leave, compensatory leave and optional holiday to a member of this service in the said categories shall be the executive authority of the municipality in which he is working.

16. Loans and Advances: The authority which may sanction various loans and advances to a member of this service shall be the executive authority of the municipality in which he is working.

17. Payment of Pay: Leave salary and Allowances, Transit Pay, Traveling Allowances and Daily Allowance. The Pay, Leave Salary and Allowances, Transit pay, Traveling Allowances and Daily Allowance of the members in the categories 1 to 6 of this service shall be paid from the municipal funds.

18. Discipline: The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1963 applicable to Government servants shall be applicable to the members of this service except to the extent indicated hereunder.

b).The executive authority in consultation with the Director of Town Planning may suspend a member of this service in categories 1 to 6 pending enquiry into grave charges or impose the following penalties:

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

Provided that the Director of Town Planning who is the appointing authority in respect of the categories of posts 1 to 6 of this service shall also be the authority who may suspend a member of the service pending enquiry into grave charges or impose the above said penalties.

c) The Authority which may impose the following penalties on a member of this service shall be the Director of Town Planning.

- i). With-holding of promotion, where such penalty is imposed on the ground of some specific fault 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 where person has already been suspended.

d) An appeal against any order passed by the Executive authority of the Municipal Council on the member of the service shall be to the Director of Town Planning and to the Government against the orders passed by the Director of Town Planning.

19. Conduct: The Andhra Pradesh Civil Services (conduct) Rules 1964 applicable to Government servants, shall be applicable to the member of this services

20. Pension and Gratuity: The Andhra Pradesh Municipalities, (Pension-cum-Gratuity fund) Rules, 1969 issued in G.O.Ms.No. 799 M.A. Dt.17.10.69 as amended from time to time shall be applicable to the members of this service.

21 Appointment of Government Officers and sub-ordinates to this service in certain cases: Notwithstanding anything contained in these rules, it shall be open t o the Director of Town Planning to appointment with the approval of the Government any officer to the said service on deputation or on foreign service on the that terms and conditions, as may be prescribed. The Municipality in which an officer is so appointed shall pay to the Government the leave salary and pension contribution at the rates prescribed by the Government.

22. Sanction of posts and continuance of temporary posts from time to time: The executive authority of a municipality by itself or on a direction of from the Director of Town Planning shall initiate and submit proposals for the sanction of posts in categories 1 to 6 of this service either on permanent or temporary basis and also for continuance of the temporary posts from time to time in the prescribed manner through the DT& Planning to the Government in respect of categories, 1,2, and 3 and to the Director of Municipal Administration in respect of categories 4, 5 and 6.

23. Repeal: The rules prescribing the educational and other qualifications of officers and servants of Town Planning Establishment under Municipal councils issued in G.O.Ps.No. 1592 M.A Dt. 26-11-60 as amended in so far as they relate to the posts of (i) Town Planning officer (selection grade) (ii) Town Planning Officer (iii) Town Planning Supervisor.(iv). Town Planning Overseer (v). Town Planning & Building Inspector and Town Planning Draughtsman and Surveyors as mentioned t herein are hereby repealed.

24. Savings: (1) Notwithstanding anything contained in these rules the Director of Town Planning shall as soon as possible after these rules come into force, fit in the officers in the categories 1 to 3 into such category of the service or grade thereof, as he considers them fit after examining t heir previous record and all other relevant circumstances and in terms of the general instructions or guidelines, if any issued by the Government for such fixation.

- 2) An appeal shall lie to the Government against any such orders issued by t he Director of Town Planning under sub-rule(1)
- 3) The Government may call for the records of any such order or orders passed by the Director of Town Planning and pass such orders, as they deem fit.

ANNEXURE
(Referred to rule – 8)

Category of Post	Qualifications
1.Town Planning Officer (Selection Grade)	<p>(A) Recruitment by Promotion:</p> <p>(1) Post Graduate Degree or Diploma in Town & Country Planning from a recognized University or Institution or Fellowship or Associate ship of the Institute of Town Planner India or equivalent Membership of a professional institute such as Town Planning Institute (London American Institute of Planner etc., and one year experience in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust in a responsible capacity which shall include experience in the preparation of Housing and Town Planning Schemes.</p> <p style="text-align: center;">Or</p> <p>(ii) Must be an Associate of the Indian Institute of Architects or must posses and equivalent Degree or Diploma in Architecture of a recognized University or Institute with a minimum experience of four years in Town Planning work in Municipalities or Town Planning Department, or a Town Improvement Trust.</p> <p style="text-align: center;">Or</p> <p>iii). Must be Graduate in Engineering of a University in the State or must possess an equivalent qualification thereto and also have experience for not less than four years in Town Planning Work in Municipalities or Town Planning Department or Town Improvement Trust.</p> <p style="text-align: center;">Or</p> <p>(iv) Must be licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute and must have a minimum experience of Ten years in Town Planning in a responsible Capacity in Municipalities or Town Planning Department or a Town Planning Trust.</p> <p>Note:- (i) Persons with qualifications mentioned in terms (ii) to (iv) above may be Appointed only when persons with Qualifications in (1) above are not available.</p> <p>(B) Direct Recruitment:</p> <p>Post Graduate Degree or Diploma in Town and Country Planning from a recognized University or Institution or fellowship or Associate Ship of the institute of Town Planners, India, or Equivalent membership of a professional Institute such as Town Planning institute (London) American Institute of Planners, etc., and one year Experience in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust in a responsible capacity which shall include experience in the preparation of Housing and Town Planning Schemes.</p>

<p>2. Town Planning Officer: (Special Grade)</p>	<p>(i). Post Graduate Degree or Diploma in Town Planning from a recognized University or Institution or fellowship or Associate Ship of the institute of Town Planners, (India) or Equivalent membership of a professional Institute such as Town Planning institute (London) American Institute of Planners, etc., with a minimum experience of one year in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust in a responsible capacity which shall include experience in the preparation of Housing and Town Planning Schemes.</p> <p style="text-align: center;">(or)</p> <p>(ii) Must be an Associate of the Indian Institute of Architects or must possess an equivalent Degree or Diploma in Architecture of a recognized University or Institute with a minimum experience of three years in Town Planning work in Municipalities or Town Planning Department or Town improvement Trust.</p> <p style="text-align: center;">(or)</p> <p>(iii) Must be a Graduate in Engineering of a University in the State or Must possess an equivalent qualification thereto and also have experience for not less that three years in Town Planning work in Municipalities or Town Planning Department or Town Improvement Trust.</p> <p style="text-align: center;">(or)</p> <p>(iv) Must be a Licentiate in Civil Engineering or Sanitary Engineering form any recognized Institute and must have a minimum experience of eight years in Town Planning in responsible capacity in Municipalities or Town Planning Department or a Town Planning Trust.</p>
<p>3. Town Planning Officer.</p>	<p>(i) Post Graduate Degree or Diploma in Town Planning from a recognized University or Institution or Fellowship or Associate Ship of the Institution of Town Planners (India) or equivalent membership of a Professional Institute such as the Town Planning Institute (London) American Institute of Planners.</p> <p style="text-align: center;">(or)</p> <p>(ii) Must be an Associate of the Indian Institute of Architects or Must Possess an equivalent Degree or diploma in Architecture of a recognized University or Institute.</p> <p style="text-align: center;">(or)</p> <p>(iii). Must be Graduate in Engineering of a University in the State or Must possess an equivalent qualification there to</p> <p style="text-align: center;">(or)</p> <p>(iv.) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized institute and must have a minimum experience of three years in Town Planning in a responsible capacity in Municipalities or Town Planning Department or a Town Planning Trust.</p>
<p>4. Town Planning Supervisor</p>	<p>1. Minimum General Education qualification prescribed in the schedule to the General rules, and</p> <p>2). (i) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute or any equivalent qualification with experience in Town Planning for a minimum period of one year.</p> <p style="text-align: center;">(or)</p> <p>(ii) Pass in Andhra Pradesh Government, Examination for Certificate in Architectural (New Rules) or any equivalent Examination with experience in Town Planning for a minimum period of one year.</p> <p style="text-align: center;">(or)</p> <p>(iii) Pass in Andhra Pradesh Government, Certificate of Architectural Draughtsman ship and Assistantship (Licentiate in Architectural Assistantship) with experience in Town Planning for a minimum period of one year.</p> <p style="text-align: center;">(or)</p> <p>(iv) Diploma in Overseer of any Engineering College or of any Polytechnic in the State recognized by the State Government or any equivalent qualification with experience, in Town Planning for a minimum period of Two years in a Municipality.</p>

<p>5. Town Planning Overseer:</p>	<ol style="list-style-type: none"> 1) Minimum General Educational qualification prescribed in the Schedule to the General rules, and 2) (i) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute or any equivalent qualification. (or) (ii).Pass in Andhra Pradesh Government, Examination for Certificate in Architectural (New Rules) or any equivalent Examination. (or) (iii) Pass in Andhra Pradesh Government, Certificate examination in Architectural Draughtsman ship and Assistantship (Licentiate in Architectural Assistantship). (or) (iv) Diploma in Overseer of any Engineering College or of any Polytechnic in the State recognized by the State Government or any equivalent qualification with experience, in Town Planning for a minimum period of One years in a Municipality. (or) (v) Draughtsman ship Civil Course under the revised syllabus introduced from July 1952 conducted by the ITI or pass in D'manship Civil course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of two years (or) (vi) Pass in All India Trade Test for Surveyors course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of two years. (or) (vii) Pass in the Government Technical Examinations. <ol style="list-style-type: none"> I) Building Drawing and Estimating (Lower) II) Surveying and Leveling (Higher) III) Building Material and Construction (Higher) IV) Practical Plane and Solid Geometry V) Mensuration (Lower) With experience in Town Planning for a minimum period of two years in Municipality
<p>6. Town Planning Building Inspector & Town Planning Draughtsman and Surveyor.</p>	<ol style="list-style-type: none"> 1. Minimum General Educational qualification prescribed in the Schedule to the General Rules & 2. i) Must be a Licentiate in Civil Engineering or Sanitary Engineering from any recognized Institute or any equivalent qualification. ii) Diploma of Overseer of any Engineering college or any polytechnic in the State recognized by the State Govt. or any equivalent qualification. iii) Pass in A.P. Govt. Examination for Certificate Architecture (New rules) or any Equivalent examination.(or) iv) Pass in Andhra Pradesh Government, Certificate examination in Architectural Draughtsmanship and Assistantship (Licentiate in Architectural Assistantship). (or) (v) Pass in Draftsman ship Civil course under the revised syllabus introduced from July'52 conducted by the ITI or pass in Draftsmanship Civil course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of one year.

	<p>(or)</p> <p>vi) Pass in All India Trade Test for Surveyors course conducted by the ITI Government of A.P. with experience in Town Planning for a minimum period of one year.</p> <p>(or)</p> <p>vii) Pass in the Government Technical Examinations.</p> <p>I) Building Drawing and Estimating (Higher) II) Surveying and Leveling (Higher) III) Building Materials and Construction (Higher) IV) Practical Plane and Solid Geometry (Lower) V) Mensuration (Lower) with experience in Town Planning for a minimum period of one year.</p> <p>(or)</p> <p>viii) Pass in Deputy Surveyors Test with experiences of not less than one year either as a Surveyor as a Draftsman in Municipality.</p>
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Sd/-K.MADHAVARAO
SECRETARY TO GOVERNMENT

To
All Concerned

//True Copy//

ADMINISTRATIVE OFFICER