

ANNEXURE-III

NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS:

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

Section 4 (1) (b) (iv) & (v).

THE DEPARTMENT FOLLOWS RULES, REGULATIONS AND INSTRUCTIONS IN THE FOLLOWING ACTS / RULES / MANUALS ETC:

1. Secretariat Office Manual.
2. Fundamental Rules.
3. AP Civil Services (CC&) Rules, 1991.
4. The AP Civil Services (Conduct) Rules, 1964.
5. The AP State & Subordinate Service Rules.
6. Rules for the Grant of Miscellaneous Loans and advances to Govt. Servants.
7. The AP Integrated Medical Attendance Rules, 1972.
8. The AP Govt. Business Rules & Secretariat Instructions.
9. The AP Secretariat Subordinate Service Rules.
10. State Civil Services (Safeguarding of National Security) Rules.
11. State Civil Services (War Service Personnel) Recruitment Rules.
12. The AP Ministerial Service Rules.
13. The AP Last Grade Service Rules.
14. The AP General Provident Fund Rules.
15. The AP Employees Group Insurance Rules.
16. The AP Govt. Life Insurance Rules.
17. AP Allotment of Government Quarters Rules, 1973.

18. All India Service Rules.
19. AP Travelling Allowance Rules including L.T.C.
20. AP Spl. Commissioner Establishment & AP Govt. Guests House, New Delhi Service Rules, 1993.
21. Petition Rules.
22. AP Residential Comm. Establishment and AP Govt. Guest House, New Delhi Subordinate Service Rules, 2001.
23. Protocol Manual, 1966.
24. Rules governing the provision of accommodation to guests at AP Guest House at New Delhi.
25. Indian Air Craft Manual (Compilation of the Legislation and rules governing Civil Aviation in India).
26. AP Buildings (Lease, Rent and Eviction) Control Act, 1960 Admission of.
27. The Hyderabad Houses (Rent, eviction and Lease) Control Act, 1954 Admission of.
28. AP Requisitioning of Buildings Act, 1954 Admission of.
29. The Conservation of foreign Exchange and Prevention of smuggling Activities Act, 1974.
30. The Prevention of Black Marketing and Maintenance of Supplies of Essential Commodities Act, 1980.
31. The Prevention of Dangerous, Activities of Activities of Bootleggers, Dacoits, Drug Offenders, goondas, immoral traffic offenders and land grabbers act, 1986.
32. The Indian Explosives Act, 1884.
33. The Conservation of Foreign Exchange & Prevention of Smuggling Activities Act, 1974.
34. The AP Suppression of Disturbances Act, 1948.
35. The AP Telangana and Public Security Measures Act, 1951.
36. Representation of People Act, 1951.

37. The Andhra (Prevention of Speculation in Immovable Property) Act, 1954 Admission of.
38. AP Delimitation Commission.
39. Holidays including those under the Negotiable Instruments Act.
40. A.P.Lokayukta & Upalokayukta Act, 1983.
41. The Andhra Pradesh payment of salaries and pension and removal of Disqualifications Act, 1953,
42. The Commissioner of Inquiries Act, 1952 (as amended by the Commissioner of Inquiry (Amendment) Act, 1971,
43. A.P. Public Security Act, 1992,
44. The A.P. Preventive Detention Act
45. The National Security Act
46. Framing of Adhoc Rules in respect of Temporary posts
47. Govt. of India instructions for the long/short term training programmes, seminars, workshops funded by the Govt. of India/ foreign agency through Govt. Of India
48. Rules governing allotment of transit type quarters at Kundan Bagh to Senior Officers as temporary accommodation
49. Rules governing the provision of accommodation to guests in Government Guest Houses at Hyderabad.
50. Guidelines on use of Jubilee Hall at Public Garden, Hyderabad
51. Instructions on observance of courtesies in dealing with Members of Parliament and State Legislature
52. Instructions in regard to action to be taken in cases where Government servants are involved in misappropriation of Government money or convicted on criminal cases,
53. Instructions in re regard to appointment of son/daughter/spouse of Government servants who die in harness while in service/retire on medical grounds
54. Instructions in regard to transfer of Government employees from one place to another,

55. Instructions in regard to General Office procedure,

56. Instructions in regard to appointment of sportsmen to public services under the State Government.

57. Instructions in regard to age concessions for appointment to public services under the State Government.

58. Instructions in regard to maintenance and security of personal files.

The business of the Government shall be transacted in the Department as per the Business rules and in terms of the S.O.M. The required budget allocation will be obtained by placing necessary proposals to the Legislature through Finance Development for the various Schemes as may be decided by the Government that are sanctioned and that are to be taken up based on the priority for the benefit of the State and streamline the expenditure.

WP Section	
ASO-I	Compulsory Marriage Registration Act, Family Courts, Atrocities against Women Empowerment, Dowry Prohibition, SWADHAR, STEP, NORAD, International Women's Day, AP Women Commission, Short Stay Homes, Women and Children Homes (Licensing)Act.
ASO-II	Working Women Hostels, Home for Collegiate Girls, Women Welfare Branches, Women Reservation, Child Marriages Restraint Act, Bigamy Prevention Act, Hindu Marriage Act, Hindu Succession Act, Prevention of Sati Act.
ASO-III	Telugu Bala Mahila Pranganams, AP Women Finance Corporation.
ICDS SECTION	
ASO-I	ICDS, Early Childhood Education, Cheches, UDISHA, Special Nutrition Programms.
ASO-II	AP Nutrition Council, AP Foods, PAC, AP State Social Welfare Advisory Board, Durgabai Deshmukh Technical Training Institute.
JJ SECTION	

ASO-I	Sisuvihars, Balwadis, Children Programms and allied matters, Adoption, GIA for Day Care Centres children, Welfare of Street Children, State Children Board, Awards.
ASO-II	Juvenile Welfare Services, Correctional Services, JJ Act.
MI SECTION	
DY.STATISTICAL OFFICER.	Performance Indicator, Smart gov, Plan and Non-Plan Schemes, Budget.
ASO	Coordination, HOD Appointments, HOD Tour Programs.
OP SECTION	
ASO-I	Secretariat Department claims, Budget, Sectt.staff increments, Discipline, Regularization, Probation, Clean & Green, Loans & Advances.
ASO-II	Stationery, Phones, Vehicles, Surrender of Leave, GPF, Festival Advance, LTC, Medical Reimbursement.
Typist-Cum-Assistant	GO Issue Registers – Weekly GO Index. File Disposal etc.
DR&T Assistant	Tappals.
ESTT. SECTION	
ASO-I	Non Gazette Staff of WD & CW Dept. filling up of backlog vacancies of SCs & STs. Asst.Directors and above.
ASO-II	CDPO. Gazette Officers below the rank of Asst.Directors, Notification of vacancies to the APPSC.
ASO-III	Induction Training, in-service trg., Trg.Action Plan, Correspondence with HRDI Coordination of Vigilance and Anti Corruption work and Response to Reviews by the APVC. Recommendations to APVC about appointment of CVO and VOs. Maintenance of Property Returns and ACRs of all Officers of all Services under WDCW & DW department, for whom Govt. is appointing authority.
DW SECTION	
ASO-I	Grant-In-Aid proposals, Special recruitment Drive, Release of funds, Persons With Disability Act, National

	Older Persons Policy, National Trust Day Care Centers for the aged.
ASO-II	All service matters relating to the staff of Disabled Welfare Dept.and APVCC.