



**GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERA) DEPARTMENT**

Memo No. 1197/Ser.A/94-1

Dated: 20-10-1994.

Sub: Public Services - Ensuring prompt communication of Seniority lists, commencement and declaration of probation etc. - Instructions -Issued.

- Ref: 1. G.O.Ms.No. 201, G.A. (Ser. A) Dept., dated 1-2-1962.
2. Govt. Memo. No. 201 I/Ser.A/62-2, G.A.D., dated 27-7-1962.
3. Govt. Memo. No. 2549/Ser.A/68-1, G.A.D., dated 29-1-1969.
4. G.O.Ms.No. 291, G.A. (Ser. A) Dept., dated: 10-5-1984.
5. Govt. Memo. No. 1008/Ser.A/85-1, G.A.D., dated 25-7-1985.
6. Govt. Memo No. 1518/Ser.A/86-1, G.A.D., dated 18-10-1986.
7. Govt. Memo. No. 856/Ser.A/93-2, G.A.D., dated 21-8-1993.

A P U S

In the G.O. fourth cited, orders were issued to the effect that all the appointing authorities should take prompt action for the preparation, publication and maintenance of seniority lists up-to-date every year on priority basis. Further in Government Memo fifth cited all the Departments of Secretariat were requested to bring the above instructions to the notice of all the concerned to ensure that the instructions are implemented scrupulously without giving scope for complaints in this regard.

2. It is observed by Government that in spite of the position set out in Rules 24, 25 and 26 of the Andhra Pradesh State and Subordinate Services Rules and the instructions issued by the Government requesting prompt action in the matter of declaration of probation of Officers, delays have been occurring in the declaration of probation of Officers and also in the preparation of seniority lists. The Government, therefore, while reiterating the instructions issued earlier in the references first to third cited, have directed, in Government Memo sixth cited, that the appointing authorities should invariably maintain a register of probationers in the proforma prescribed and ensure that timely action is taken to declare probation of the concerned members of service with a view to avoid hardship to them. It has also been directed to take up simultaneously preparation of seniority lists in respect of each category of posts. The Heads of Departments were instructed to send a report every quarter indicating the up-to-date position in regard to declaration of probation of the individuals concerned as well as finalization of seniority lists to Government' in the concerned administrative Department of Secretariat. At the same time the Departments Secretariat were also requested to send similar particulars to General Administration (S.U.) Department.

3. In Government Memo seventh cited, all the Heads of Departments have been directed to verify about the preparation and publication of seniority lists or declaration of probation of regularisation of services are made in time.

4. The Joint Action Committee of Employees, Teachers and Workers have represented to the High Power Committee headed by Sri A.V.S. Reddy, I.A.S. Principal Secretary to Government, Panchayati Raj and Rural Development Department to take up urgent steps to ensure the preparation and publication of seniority lists, declaration of probation and regularisation of services are made in time.

5. The High Power Committee after detailed examination have recommended to Government to evolve a workable procedure under which seniority lists are finalized by

providing ample opportunity to the employees to prefer their objection and claims and to maintain list by each appointing authority on a specified date duly providing for a grace period to meet any unforeseen contingency.

6. Government after careful consideration accept the above recommendation. The Government, therefore reiterate the instructions issued in the references cited and all the Departments of Secretariat and all the Heads of Departments are requested to implement the instructions scrupulously without giving scope for complaints.

7. Government prescribe the following schedule for preparation and finalization of seniority lists to be followed by all the Departments:

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| 1) Preparation and publication of provisional seniority list of all the categories under the administrative, control of the Department. | 31-3-1995 |
| 2) Consideration and finalization of objections if any received | 30-6-1995 |
| 3) Publication of final list of seniority list | 31-8-1995 |

8. It is observed that in the absence of seniority list the appointing authorities are making promotion on adhoc basis and this practice has been leading to litigations. The Andhra Pradesh Administrative Tribunal has also adversely commented upon the practice of giving adhoc promotions basing on temporary seniority lists. All the Departments of the Secretariat, Heads of Departments are therefore requested to give utmost importance for the preparation of seniority lists pertaining to their Department and that they are finalized as per the schedule given above.

K. JAYABHARATH REDDY
Chief Secretary to Government