

ANDHRA PRADESH STATE WAREHOUSING CORPORATION
H.O. : “WAREHOUSING SADAN”, 2nd FLOOR,
Behind Gandhi Bhavan, Nampally, Hyderabad – 500 001.

Andhra Pradesh State Warehousing Corporation
Regulations, 1965.

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Andhra Pradesh State Warehousing Corporation
Employees Regulations, 1965.

(With Amendments up to.....2002)

**ANDHRA PRADESH STATE WAREHOUSING CORPORATION
REGULATIONS, 1965
(Central Act 58 of 1962)**

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(First published in Andhra Pradesh Gazette Rules Supplement to Part II No.37
dt.29.9.1966)

**ANDHRA PRADESH STATE WAREHOUSING CORPORATION
REGULATIONS, 1965**

(G.O.Ms.No.2660, Food and Agriculture 4th November, 1965)

- I. In exercise of the powers conferred by Sub-Section (1) of Section 42 of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Andhra Pradesh, the Andhra Pradesh State Warehousing Corporation hereby makes the following regulations, namely:

REGULATIONS

CHAPTER I

Preliminary

1. Short title, extent and commencement:

- a) These Regulations may be called the Andhra Pradesh State Warehousing Corporation Regulations, 1965.
- b) They shall be deemed to have come into force on the 1st July, 1963.

2. Definitions:

In these regulations, unless the context otherwise requires,

- a) "Act" means the Warehousing Corporations Act, 1962 (Central Act 58 of 1962).
- b) "Board of Directors" means the Board of Directors of the Corporation.
- c) "Chairman" means the Chairman of the Board of Directors.
- d) "Corporation" means the Andhra Pradesh State Warehousing Corporation established under Section 18 of the Warehousing Corporations Act, 1962.(Central Act 58 of 1962).
- e) "Director" means a member of the Board of Directors.
- f) "Executive Committee" means the Executive Committee of the Corporation.
- g) "Managing Director", means the Managing Director of the Corporation and

- h) "Sub-Committee" means a Sub-Committee appointed by the Board of Directors or by the Executive Committee.

CHAPTER 2

3. Meetings of the Board of Directors and the Executive Committee:

1. A meeting of the Board of Directors shall be held ordinarily once in a quarter and that of the Executive Committee ordinarily once in two months.

(Amended in G.O.Ms.No.252 (F&A (Agri.IV) Dept.) The amendment hereby made shall be deemed to have come into force on the 24th September, 1970).

2. Ordinarily not less than ten days notice shall be given to every director of a meeting of the Board of Directors and not less than seven days notice to a member of the Executive Committee of a meeting of the Executive committee.
3. An emergent meeting of the Board of Directors or that of the Executive Committee, may, however, be called at a shorter notice but such notice shall be sufficient to enable every Director or a Member of the Executive Committee who is at that time in India to attend such meeting.
4. A meeting of the Board of Directors or the Executive Committee shall be convened by the Managing Director in consultation with the Chairman. A notice of the meeting shall be sent to each Director or member of the Executive Committee, as the case may be, at his registered address, specifying the time, date and place of the meeting, and the business to be transacted at the meeting. No business other than that specified in the notice shall be transacted at a meeting except that of which seven day's clear notice has been given to the Chairman but with the permission of the authority presiding at the meeting any other matter may be considered.

4. Presiding Authority.

The Chairman or in his absence, a Director (Other than the Managing Director) chosen by the Directors present from among themselves, shall preside over the meeting of the Board of Directors or the Executive Committee, as the case may be.

5. Decision by majority

All questions at a meeting of the Board of Directors or of the Executive Committee shall be decided by a majority of votes. In case of equality of votes, the person presiding shall have a second or casting vote.

6. Quorum

The quorum for a meeting of the Board of Directors shall be Five and of the Executive Committee three. If there is no quorum at any meeting of the Board of Directors or of the Executive Committee, the meeting shall stand adjourned and at the adjourned meeting business of the last meeting shall be conducted irrespective of there being quorum or not.

7. Place of Meeting

A meeting of the Board of Directors and of the Executive Committee may be held at Hyderabad or at such other places in the State of Andhra Pradesh, as may be decided by the Chairman.

8. Minute Book

The Managing Director shall maintain a Minute Book in which the minutes of a meeting of the Board of Directors shall be recorded. He shall similarly maintain a Minute Book in which the proceedings of a meeting of the Executive Committee shall be recorded. The Minutes of the meeting of the Board of Directors as well as of the Executive Committee shall be circulated as soon as possible after the meeting for the information of the Directors, and shall be placed before the next meeting, of the Board of Directors or the Executive Committee, as the case may be, for confirmation, and shall bear the signature of the Chairman or the person presiding over the meeting.

9. Disclosure of Interest by A Director

Every Director who is in any way, whether, directly or indirectly, concerned or interested (except as a representative of a statutory body incorporate) In any contract, loan or agreement, entered into or proposed to be entered into, by or on behalf of the Corporation, shall disclose the nature of his concern or interest to the Board of Directors or the Executive Committee, as the case may be, before the commencement of such meeting and shall not participate in the meeting of the Board of Directors, or of the Executive Committee when such contract, loan or agreement is considered.

CHAPTER – 3

10. Fees and allowances to Directors for attending meeting.

“The Director (other than Chairman, Managing Director and official Directors) shall receive a fee of Rs.150/- (Rupees one hundred and fifty only) for attending each meeting of the Board of Directors and Executive Committee”.

(Letter No.18924/Mktg.I (1)/92-1 dt.4-1-1993 Food and Agriculture Department).

IO-A, Fees and daily allowance payable to a Director who is either M.P. or M.L.A. for attending meetings:

Not withstanding anything in regulation 10, any Director who is also a member of parliament or a member of the State Legislature shall be entitled to receive towards daily allowance and the fees for attending such meeting of the Board of Directors or the Executive Committee, only an amount which is equal to the Daily Allowance admissible to him under the Parliament (Prevention of disqualifications) Act, 1959 or the Andhra Pradesh Payment of salaries and Removal of Disqualifications Act, 1953, as the case may be.

(Amended vide G.O.Ms.No.1134, Food & Agriculture (Agri.IV) Dept.Dated 16.10.73).

In addition, each Director shall be reimbursed his traveling expenses for attending the meetings of the Board of Directors, or of the Executive Committee or of a sub-Committee in respect of the journeys undertaken by them in connection with the business of the corporation at the following Scales:

- a) If the Journey is performed by air:

- I) One standard air fare plus daily allowance:
- II) If available, return tickets at reduced rates should always be purchased when the Director expects to perform the return journey by air within the period for which the return ticket is available:

(The standard fare should be taken to mean the actual single journey fare of a company payable for the service by which the journey is performed).

b) If the journey is performed by rail:

One first class fare plus daily allowance:

Note: Directors of the Board of Directors who are member of Parliament shall use their free first class passes when they travel on business of the Corporation. They shall, however, be entitled to draw daily allowance on such journeys.

c) In respect of journeys by Road:

In respect of journeys in their own or borrowed conveyance Re.1/- per Kilometer plus daily allowance. The Chairman is entitled Re 1/- per kilometer plus daily allowance when he uses office vehicle meeting the propulsion charges. (Amended vide letter No.56596/Agri.IV/84-3, Food and Agriculture Department dt.24-6-1986).

d) In respect of journeys by steamer:

One first class fare at the lowest rate plus daily allowance:

e) Daily Allowance:

Mode of Travel	Mileage for Travel by own conveyance	Tours within the State
1	2	3
Air/1 st A.C	Rs.2/- by own car	Rs.150 per day or actuals on production of bills
Metropolitan Cities	Places other than Metropolitan Cities outside the State	Remarks
4	5	6
Rs.300 per day or actuals on production of bills	Rs.200 per day or actuals on production of bills	Taxi fare and transport shall be paid on actuals on production of bills

(Letter No.18924/Mktg.I (1)/92-1 dt.4-1-1992 Food & Agriculture Department).

- f) Allowances for Directors who are Government officers or Employees of Government companies or of statutory Bodies owned or controlled by Government:
- (1) A Director who is a salaried officer of Government or of a statutory body owned or controlled by the Government, shall be entitled to draw such traveling allowance and daily allowance as are admissible to him under the rules regulating his conditions of service:
 - (2) The Travelling Allowance will be drawn by such Directors from their employing Department and the charges on that account will be later reimbursed by the Corporation to the employing Department:
 - (3) Travelling allowances of the Directors who are employees of Government companies or of Government shall be regulated under the rules regulating his conditions of service and shall be payable directly to them:
 - (4) For this purpose, the traveling allowance claims submitted to the Corporation will be supported by a certificate from the Accounts officer of the Government Company or the statutory body owned or controlled by the Government, as the case may be, to the effect that the claim has been correctly prepared under such rules.

CHAPTER – 4

11. Administration and Conduct of Affairs of the Corporation, powers of the Chairman in an emergency.

In matter calling for an emergent action, the chairman, may, pass any order or perform any act within the competence of the Board of Directors provided that any orders passed under this provision shall be placed for confirmation before the next meeting of the Board of Directors or of the Executive committee, whichever is earlier.

12. Powers of the Managing Director

- D)** The Managing Director shall have the powers to carry on the authorized business of the Corporation in accordance with the instructions which the

Board of Directors or the Executive Committee may issue from time to time and the Managing Director shall decide whether any suit or proceedings be instituted or defended by or against the Corporation subject to such directions as the Board of Directors may give from time to time.

- II)** The Managing Director shall act as Controlling and Distributing Officer in respect of all funds of the Corporation and shall operate account either singly or jointly with a Director or any Officer of the Corporation authorized in this behalf by the Board of Directors from time to time and to draw, accept and endorse bills of exchange and other instruments in the current and authorized business of the Corporation and to sign all other accounts, receipts and documents connected with such business.
- III)** The Managing Director shall organize and supervise the office of the Corporation, maintain discipline and exercise such powers in connection with appointments, promotions, termination of service and other disciplinary matters and leave of the staff of the Corporation as may be vested by the Board of Directors, in this behalf and to allocate duties to the staff and make such other arrangements as may be necessary for the efficient discharge of the functions of the Corporation.

13. Expenditure on the administration of the Corporation:

The Board of Directors shall determine from time to time the amount of expenditure on the administration of the Corporation.

14. Common Seal of the Corporation:

The common seal of the Corporation shall not be affixed to any instrument except in pursuance of a resolution of the Board of Directors or of the Executive Committee and except in the presence of the Managing Director and one other Director who shall sign their names to the instrument in token of their presence and such signing shall be independent of the signature of any person, who may sign the instrument as a witness. Unless executed as aforesaid such instrument shall have no validity.

Provided that no such resolution shall be necessary for the issue of share certificates.

15. Manner and form in which contracts binding on the Corporation may be executed. Contracts on behalf of the Corporation may be made as follows:

- a) any contract which is by law required to be in writing may be made on behalf of the Corporation in writing signed by any person acting under its authority, express or implied, and may in the same manner be varied or discharged;
- b) any contract which will be valid if made by parole may be made only by parole on behalf of the Corporation by any person acting under its authority, express or implied and may in the same manner be valid or discharged.

16. Pleading, etc. by whom to be signed:

Complaints, written statements, petitions, vakalat namas, affidavits and other documents connected with legal proceedings may be signed and verified on behalf of the Corporation by the Managing Director or the Secretary or such other officer of the corporation as may be authorized by the Managing Director in this behalf.

CHAPTER – 5

MEETING OF SHARE HOLDERS

17. Notice convening a General Meeting:

- a) A notice convening a General Meeting of the Corporation signed by the Managing Director or the Secretary of the Corporation shall be issued to the Share Holders atleast twenty one days before the meeting.
- b) A General Meeting of the Corporation may be called after giving a shorter notice than that specified in sub-rule (a) if the consent of the share holders to that effect is accorded”.

(G.O.Ms.No.271, A&C (Mktg.I), dt.18-8-99)

- II. In exercise of the powers conferred by sub-section (1) of section 42 of the Warehousing Corporations Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Andhra Pradesh, the Andhra Pradesh

State Warehousing Corporation hereby makes the following regulations in respect of the conditions of service of its employees.

ANDHRA PRADESH STATE WAREHOUSING CORPORATION
EMPLOYEES REGULATIONS

CHAPTER – I

1. Short title, commencement and application:

- 1) These regulations may be called the Andhra Pradesh State Warehousing Corporation Employees Regulations, 1965.
- 2) They shall be deemed to have come into force with effect from the 1st July, 1963.
- 3) They shall apply to all employees of the Corporation and to the persons employed on contract in respect of all matters not regulated by the contract.

2. Board of Directors to decide dispute regarding interpretation of these regulations:

In case of any dispute arising regarding the interpretation of these regulations, it shall be referred to the Board of Directors, whose decision thereon shall be final.

3. Definitions:

In these regulations, unless the context otherwise requires:

- a) “Board of Directors” means the Board of Directors of the Andhra Pradesh State Warehousing Corporation.
- b) “Chairman” means the Chairman of the Board of Directors.
- c) “Corporation” means the Andhra Pradesh State Warehousing Corporation established under Sub-section (1) of section 18 of the warehousing Corporations Act, 1962 (Central Act 58 of 1962).
- d) “Director” means a member of the Board of Directors of the Corporation.
- e) “Employee” means a person in the whole-time or part-time service of the corporation other than a person employed on daily wages.
- f) “Executive Committee” means the Executive committee of the Corporation.

- g) “Leave Salary” means the monthly emoluments paid by the corporation to an employee on leave.
- h) “Lien” means the title of an employee to hold substantively either immediately or on the termination of a period of periods of absence, a permanent post to which he has been appointed substantively.
- i) “Managing Director” means the Managing Director of the Corporation.
- j) “Month” means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months. Irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- k) “Pay” means the amount drawn monthly by an employee as the pay including special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre.
- l) “Subsistence Allowance” means the monthly allowance granted to an employee who is not in receipt of pay or leave salary.
- m) ‘Substantive pay’ means the pay other than special pay or personal pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.
- n) “Temporary Post” means a post carrying a definite rate of pay sanctioned for a limited time.
- o) “Time-Scale Pay’ means the pay which, subject to any conditions prescribed in these regulations rises by periodical increments from minimum to a maximum.
- p) “Secretary” means the secretary of the Corporation.
- q) ‘Sub-Committee’ means the Sub-Committee appointed by the Board of Directors or by the Executive Committee or the Managing Director.
- r) Executive posts means all posts classified as under:
 - I. All Class I officers at the Head Office.
 - II. Regional Inspection Officers/Warehouse Managers, Grade-I, Grade-II, Grade-III.

- III. Technical Assistants, Grade-I and Grade-II.
- IV. Senior Assistant/ Working with the Regional Inspection Officers/Godown Keepers.
- V. Junior Engineers and Engineering Supervisors working in the field; and such other posts as may be declared, from time to time.
(G.O.Rt.No.883, Food & Agriculture Department dated 22-4-1980)

4. Classification of Employees

The employees of the Corporation shall be classified as follows:

- Class – I Secretary, Inspection & Storage Officer, Construction Engineer, Inspecting Accountant, Storage Assistant, Regional Inspection Officer, Warehouse Manager Gr.I and Warehouse Manager, Gr-II and such other posts as may be created by the Board from time to time.
- Class – II Warehouse Manager Gr-III, Technical Assistant, Superintendent, Accountant, Supervisor, Draughtsman Gr-II, Draughtsman Gr-III Overseer, Godown Keeper, Senior Assistant, Junior Assistant, Stenographer, Typist, Record Keeper and such other posts as may be created by the Board from time to time.
- Class – III Driver, Attender, Dusting Operator-cum-peon (at Warehouses) Weighman, Peon, Watchman and such other posts as may be created from time to time.

(G.O.Ms.No.90- F&A (Agri.IV) Dept. dt.21-1-1972) The Amendment here by made shall be deemed to have come into force on 12-5-1971).

CHAPTER II

5. Sanction of Staff

The Board shall determine from time to time, the number of posts both permanent and temporary under the various categories required for carrying out its functions;

Provided that the Managing Director may create any post under class III for a period not exceeding six months, subject to the approval of the Executive Committee.

6. Recruitment:

The employees of the Corporation shall be recruited in accordance with the rules of recruitment appended to these regulations.

All posts available for appointment by direct recruitment shall be given wide publicity through leading news papers and local employment exchange. The appointments may be made either by personal interview or by holding a written test.

6A (1) All Posts under the Corporation which are to be filled by direct recruitment shall be subject to the reservation of vacancies as indicated below:

For Scheduled Castes	14%
For Scheduled Tribes	4%
For Backward Classes	25%
A Group	7%
B Group	10%
C Group	1%
D Group	7%
	<u>43%</u>

The remaining 57% of the posts shall be filled by open competition.

- 1) The Scheduled Castes, Scheduled Tribes and Backward Classes are those recognized as such by the State Govt., for purpose of recruitment to Public Services.

“33 1/3% of posts shall be reserved for women in each category of other castes/Scheduled Castes/Scheduled Tribes/Backward Castes(A.B.C.D Groups)/Physically Handicapped/Ex-Servicemen within the reservation provided, for all the posts earmarked for Direct Recruitment”.

(Lr.No.1778/Mktg.1(1)/98-2. dt.15-6-98, A &C (mktg.I) Dept.)

- 2) Each post/vacancy in any category which is subject to clause (1) shall be filled in accordance with the Roster in Appendix IV to these Regulations which indicates the rotation for filling the vacancies by reservation or by open competition within a unit of 100 posts/Vacancies.

- 3) Separate and continuous Roster shall be maintained for each category of posts, indicating how each post/vacancy has to be filled and details as to how the vacancy is filled shall be entered against the particular post. Recruitment shall be made only to continuous posts i.e.1,2,3 etc.
- 4) If a post reserved to be filled by SCs/STs/BCs cannot be filled for want of such candidate, it may be filled by open competition. The reserved vacancy shall be carried forward to two successive recruitments but however the percentage of such carried over vacancies or posts shall not in any case exceed 43% of the Total number of posts/Vacancies available for recruitment.
- A. The Board of Directors in exceptional circumstances can relax the Age/Educational qualifications prescribed in respect of any category of posts either for Direct recruitment or by promotion from the Corporation employees.
(G.O.Ms.No.2209, Food & Agriculture Dept.(Agri.II) dt.12-11-1980).
- B. The maximum Age Limit prescribed for appointment by direct recruitment to any post shall be raised uniformly by five years in favour of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes, provided that no such concession shall be allowed to direct recruitment to posts for which the maximum age limit is 40 years.
(Lr.No.69742/Agri.IV/82-2, Food & Agriculture Dept.Dt.16-3-1983).
- C. The Scheme of compassionate appointments in A.P.State Warehousing Corporation has been dispensed with in lieu there of Ex-gratia at the rates shown in the G.O.Ms.No.36, dt.5-9-2001 Public Enterprises (III) Department is being paid to the dependents of the employees of the Corporation who dies while in service the following amounts will be paid as ex-gratia to the dependents of the employees of A.P.State Warehousing Corporation who die in harness.
- a) Class III Employees Rs.50,000/-
 - b) Ministerial Staff(ClassII) Rs.75,000/-
 - c) Officers and Executives (Class I) Rs.1,00,000/-

(Lr.No.60 Mktg.1 (1)/2002-1, dt.22-6-2002 from the joint Secretary to Govt.Agriculture and Corporation (mktg.I) Dept.Govt. of A.P., Hyderabad).

7. **Appointing Authority:** Appointments to all posts shall be made by the Managing Director. The selection of officers for appointment to class I posts and warehouse men. Grade-III shall be made by the Executive committee of the Corporation.

8. Furnishing of Security by the Warehouseman, Accountant, Technical Assistant, Godown Keeper, etc.:

Any person holding or appointed to the post of a Warehouseman, Accountant, Technical Assistant, Godown Keeper and such other posts as the Managing Director may, in his direction specify from time to time, shall, if so required, furnish for the faithful discharge of his duties, such security in cash or otherwise as the Managing Director in his discretion may determine.

9. **Period of Probation:** Every employee shall undergo a period of probation for one Year;

Provided that the period of probation may be extended or relaxed at the discretion of the Managing Director,

Provided further that this regulation shall not apply to employees on deputation from the Central Government, Andhra Pradesh Government or Quasi Government Institutions.

10. **Medical Certificate to be Produced:** Every employee other than a person on deputation, shall before joining duty, be required to furnish a medical certificate in the form prescribed in Appendix I from a Registered Medical Practitioner acceptable to the Managing Director.

11. To Leave Service After Prior Notice:

1) An employee shall not leave or discontinue his service in the Corporation without first giving one-month's notice in writing of his intention to do so to the Managing Director.

Provided that three months notice shall be necessary in the case of Category-I Employees.

- 2) In the case of a breach of this regulation, the employee shall be liable to pay to the Corporation as compensation, a sum equal to his substantive pay for the said period of notice.

Provided that the payment of such compensation may be waived by the Managing Director in his discretion.

12. Termination of Service:

- 1) The Services of an employee, who is on probation, may be terminated at any time, without notice and without assigning any reasons:
- 2) The Corporation, may, at any time, and without assigning any reasons, terminate the services of any temporary employee after giving him one month's notice or one months pay in lieu thereof.
- 3) The Corporation may terminate the services of any regular employee after giving him three months notice or three months pay in lieu thereof.
- 4) The Corporation may terminate the service of an employee by giving notice for a period less than that specified in clause (2) and (3) provided that the Corporation shall give to an employee whose services are so terminated, pay for the period by which the notice actually given falls short of the specified period.
- 5) The power to terminate the services of an employee under clause (2) or (3) shall be exercised by the Managing Director.
- 6) An appeal within three months against the orders terminating the services under clause (3) of regulation 12 shall be made to the Board of Directors.(Lr.No.311 20/Agri.IV/86 Food and Agricultural Dept.dt.10-9-1986).

(Amended in G.O.Ms.No.385, Forests and Rural Development (Corp.)
Dept.dt. 29th May, 1975).

13. Whole time at the disposal of the Corporation:

Unless in any case it is otherwise distinctly provided, the whole time of the employee shall be at the disposal of the Corporation and he may be employed in any manner required by the Corporation without claim for additional remuneration.

14. Persons not to apply for outside jobs without permission:

Any employee of the Corporation while he is in the service of the Corporation shall not apply for job elsewhere except with the previous permission of the Managing Director. Failure to obtain such permission shall be deemed to be misbehaviour and dealt with accordingly.

Explanation: The term “Service” includes periods spent on leave also.

15. Age of retirement:

- i. “Every employee shall retire on completion of the age of fifty eight years”.
(The amendment shall be deemed to have come into force with effect from 23rd August, 1984).

Provided that the Board may, in the interests of the Corporation extend the period of service of an employee beyond the age of fifty eight years for such period as may be considered necessary.

Provided further that no such extension shall be given beyond the age of sixty years,

- ii. Powers to extend the period of service of an employee shall be exercised by the Executive Committee.
- iii. Subject to the limitation specified in provision to sub-regulation (1) nothing in this regulation shall be deemed to affect the powers of the Corporation to employ on contract any person above the age of 58 years, if the interests of the Corporation so require.

- iv. Any employee of the Corporation shall retire from service with effect from the afternoon of the last day of the month in which his date of retirement (on super annuation) falls

(G.O.Ms.No.666 Forests & Rural Development (Corpn.) Department, dt.11.9.1975).

CHAPTER – III

PAY AND ALLOWANCES

16. Scales of Pay:

The following pay scales shall be admissible to employees of the corporation provided that employees on deputation may either be appointed in these scales of pay or may be appointed in their own scales of pay. In the latter case, they may be given a deputation allowance of not exceeding twenty five percent of the salary in their parent department.

Provided that the Board of Directors may revise the scales of pay of any or all of the posts as and when it deems fit.

GOP.No.114 Dt.11-8-99 of Finance & Planning (FWPC-I) Dept.G.O.Ms No.24 Dt.19-05-01 of public Enterprises – III Dept).

Name of the post	Pre Revised Scales	D.A.merged Revised Pay Scales, 1999
Secretary	4400-160-5200-190-6150-230-7300-280-8700	8400-300-9900-350-11650-450-13900-525-16525.
Executive Engineer General Managers	-----do----- 3880-130-4400-160-5200-190-6150-230-7300-280-8140	-----do----- 7400-250-8400-300-9900-350-11650-450-13900-525-15475
Construction Engineer	-----do-----	-----do-----
Regional Managers	3640-110-3750-130-4400-160-5200-190-6150-230-7300-280-7580	6950-200-7150-250-8400-300-9900-350-11650-450-13900-525-14425
Warehouse Manager Gr I	3310-110-3750-130-4400-160-5200-190-6150-230-6840	6350-200-7150-250-8400-300-9900-350-11650-450-13000
Warehouse Manager Gr II/ Asst. Manager, Manager/Computer Programmer	3110-90-3200-110-3750-130-4400-160-5200-190-6150-230-6380	5980-170-6150-200-7150-250-8400-300-9900-350-11650-450-12100
Warehouse Manager Gr. III/ Superintendents/Accountants/Assistant Engineer/Technical Assistants Gr. I/P.A to M.D/P.A to Chariman	2600-75-2750-90-3200-110-3750-130-4400-160-5200-190-5580	5000-150-5300-170-6150-200-7150-250-8400-300-9900-350-10600
Senior Assistants/Godown Keepers/Technical Assistants Gr II	2195-60-2375-75-2750-90-3200-110-3750-130-4400-160-4560	4190-120-4550-150-5300-170-6150-200-7150-250-8400-300-8700
Draughtsman Gr II	2315-60-2375-75-2750-90-3200-110-3750-130-4400-160-4880	4430-120-4550-150-5300-170-6150-200-7150-250-8400-300-9300
Draughtsman Gr III/overseer	1975-50-2075-60-2375-75-2750-90-3200-110-3750-130-4010	3750-100-3950-120-4550-150-5300-170-6150-200-7150-250-7650
Junior Assistants/Technical Assistant Gr III/Junior Steno Grapher/Typists/Telephone Operator	1745-40-1825-50-2075-60-2375-75-2750-90-3200-110-3420	3290-80-3450-100-3950-120-4550-150-5300-170-6150-200-6550
Driver/Wireman	1595-30-1625-40-1825-50-2075-60-2375-75-2750-90-3020	2990-60-3050-80-3450-100-3950-120-4550-150-5300-170-5810
Attender/Fitter	1535-30-1625-40-1825-50-2075-60-2375-75-2750-90-2840	2870-60-3050-80-3450-100-3950-120-4550-150-5300-170-5470
Jamedar/Peon/Guard-Cum-Peon/Work Maistry/Blue Print Operator	1375-25-1475-30-1625-40-1825-50-2075-60-2375	2550-50-2750-60-3050-80-3450-100-3950-120-4550

SPECIAL PAY: The Employees such as stenos, Typists, Telephone Operator, Driver, Jamedar, etc., will be entitled to draw special pay at the rates admissible to the employees of the corresponding categories of the Government of Andhra Pradesh.

(Rules supplement to part II of A.P. Gazette Published by Authority No.14 Hyderabad Thursday August 18, 1983).

ALLOWANCES

All the employees will be entitled to draw dearness allowance, City compensatory allowances and House Rent allowances at the rates admissible to the employees of the corresponding categories of the Government of Andhra Pradesh at their respective places of duty.

17. Pay of new entrant: (a) A new entrant on first appointment to a post on a scale of pay shall draw the minimum pay of the scale provided for the post, provided, however, that in the discretion of the Executive Committee, a higher start of pay may be allowed to individuals possessing higher qualifications or experience.

(b) In case of promotion from one class, grade or appointment to another, an employee shall be started at the stage in the new scale next above his existing pay provided that the officiating pay drawn for a period of less than three years is not taken into consideration for this purpose.

18. Sanction of Increment:

In an Incremental scale, the increment shall accrue on the completion of each specified period of service in that scale whether such service is probationary, officiating or substantive. Active service in higher grade will also count for increment in an employee's incremental scale in his own grade. Sanction to draw increments will be given by the Managing Director.

In the case of a substantive employee of the Corporation, all leave except extraordinary leave will count for increment. In the case of an officiating employee, the period of leave on average pay up to a maximum of four months in the case of an employee in classes I and II and two months in the case of an employee in class III, taken at a time, will count for increments in the time scale applicable to the employees. The period, which counts for increments is, however, restricted to the period during which the employee would have actually officiated in the post.

Note: The increment of the employees of the Corporation may be admitted from the first day of the month in which it would fall due.

(G.O.Ms.No.666 F&R.D(corpn.)Department, dt.11-9-75)

- i. All employees having two or less living children, who themselves or whose spouses undergo sterilization operation will be given two advance increments from the date of sterilization. All employees having three living children who themselves or their spouses undergo sterilization operation will be given one advance increment from the date of sterilization. However, employees undergoing Family planning operation after 50 years of age are not eligible for incentive increments.
- ii. Increments to the employees as envisaged under incentives above will be granted on production of a certificate from the medical officer not below the rank of Civil Assistant Surgeon. Employees undergoing sterilization operation under private medical practitioner are also eligible for Family planning incentives provided the certificate issued by the private medical practitioner is countersigned by a Government Doctor not below the rank of a Civil Assistant Surgeon within 5 days from the date of operation.
- iii. If the certificate is proved false, the medical officer and the employee who produced the Certificate will be severely dealt with.
- iv. The increment sanctioned in above para will not have any effect on ones normal increment, as they are a sort of an incentive.
- v. In case where the employee has reached the maximum of the scale, he/she shall be given the increment/increments over and above the maximum and it

will be treated as personal pay to be retained as basic pay for purpose of provident fund etc.

- vi. The Advance increment or increments will be allowed from the date of sterilization only but would not affect the date of normal increment.

(Lr.No.65269/Agri.IV)Food & Agriculture (Agri.IV) Dept.dt.14-6-1983).

The amendment hereby made shall be deemed to have come into force from 3rd June 1977.

(Rules supplement to part II of A.P.Gazette published by authority No.14 Hyderabad. Thursday August, 18, 1983).

19.Pay during training:

An employee of the Corporation may be paid, the pay of his post while he is on duty. If the duty consists of a course of training, he will draw the pay which the Executive Committee may fix not exceeding the pay to which he would be entitled while on active duty.

Addition to Pay.

20. Additional Pay:

An employee appointed to hold posts in addition to his own duties will, in addition to his pay, be entitled to an acting allowance of one tenth of the minimum pay of the scale of the higher post in which he is officiating, provided that the total of his pay thus received shall not exceed the minimum pay of the higher grade or appointment in which he is officiating or where his substantive pay is higher than the minimum pay of the higher grade by an amount equal to one increment of the higher grade.

21. Allowance:

The Executive Committee may sanction the following allowances for any post subject to the condition that the allowance is not on the whole a source of profit to the recipient.

- i. House rent allowance:
- ii. Local allowances on account of expensiveness of locality.

iii. Cycle allowance or other conveyance allowance.

The grant of cycle or other conveyance allowance is subject to the condition that the recipient maintains the conveyance for which the allowance is given. Such of those employees who do not maintain the conveyance and who avail any other means of transport, including Road Transport Corporation buses will be entitled to receive conveyance allowance at the rates applicable for cycle allowance.

(G.O.Ms.No.552, Food and Agriculture (Agri.II) Department dated 25-9-1979).

CHAPTER IV

LEAVE

22. Leave: 1. Employees on deputation from the Central Government the State Government and the Quasi-Government Institutions shall be entitled to leave as per the rules of the Government or the institutions concerned.

2. Every employee shall be eligible for the following kinds of leave, provided that no employee shall claim leave as a matter of right.

(1) a) Casual leave – fifteen days in a calendar year.

b) Optional holidays – five days in a calendar Year.

(G.O.Rt.No.606, Food and Agriculture (Agri.II) Dept.dt.25th April 1981).

(2) Earned leave – as per Regulations 24

(3) Unearned – leave

a) Sick leave and special sick leave – as per Regulation 28(a)

b) Leave on private affairs – as per Regulation 28(b).

(4) Extraordinary leave – as per Regulation 29.

(5) Study leave – as per Regulation 25.

(6) “Special Casual Leave” – as per Regulation 27(A).

3. No appeal shall lie against an order refusing leave except leave on medical certificate. In the case of leave on medical certificate, the Managing Director or in the case of the Managing Director, the Chairman may at his discretion require the employee to obtain a medical certificate from the Civil Surgeon of the District. The expenses of medical examination in such cases shall be borne by the employee

23. Holidays during leave:

Sundays or holidays may not be prefixed or affixed to any type of leave except with the prior permission of the authority empowered to sanction leave. When so allowed, they shall not be counted as part of the leave.

A Sunday or a holiday falling between the first and the last day of any leave period shall count as part of the leave.

24. Earned Leave:

1).a) The amount of Earned Leave shall be one eleventh part of the period spent on duty in respect of permanent employees and approved probationers of Class I and II Services, and shall be calculated as follows. The account of leave of such permanent employee and approved probationer of Class I and II should be credited 30 days Earned Leave in two instalments, 15 days on the first January and July every year.

b) The account of leave of non-permanent employees of Class I and II Services and all class III employees who have put in less than 15 years of regular service should be credited to 30 days Earned Leave in two instalments on par with employees in superior services 15 days on the first of January and July every year.

(LR.No.796 /Mktg.I(1)94-9 dated 3-7-1996 Agriculture & Cooperation Dept.)

c) The employees of A.P State Warehousing Corporation shall be allowed to have accumulation of Earned Leave to their credit upto 300 days instead of 240 days from the date Government gave this facility.

(LR.No.16068/Mktg.I(1)/91-5, dated 7th December, 1991 Food & Agrl Dept.)

d) The credit afforded under clauses (1) (a) and (b) above, shall be reduced by 1/10 of the period of Extraordinary Leave only availed of during the previous half-year, subject to a maximum of 15 days.

(Lr.No.2139/Agri-II/80-7, Food & Agriculture Dept, Dated 3rd November, 1981)

2) The Earned Leave due to an employee is the period which he has earned diminished by the period actually taken provided that the maximum amount of Earned Leave which can be taken at any time in six calendar months in the case of employees of classes I and II and to three calendar months in the case of employees of class III and no further Earned Leave can be earned by an employee after he has accumulated such amount of leave due to him.

(G.O.Ms.No.1522, F&A (Agri.IV) Dept. dt. 27-10-72). The amendment hereby made shall be deemed to have come into force on the 14th Sept,1971).

3) An employee on earned leave/surrender leave shall draw pay drawn by him prior to proceeding on leave. An employee who proceeds on Earned leave/surrender leave with leave salary will draw only D.A, H.R.A., C.C.A., and Medical allowances as per the rates in force from time to time.

4) a) Every employee shall be entitled to surrender not more than 15 days earned leave once in a financial year or 30 days earned leave once in 2 financial years interval as the case may be, on encashment without going on leave.

(Lr.NO.23107/Mktg.I (1)/89-2 dt.31st July 1989 from Food & Agri.Dept., Govt.of Andhra Pradesh, Hyderabad.)

b) Every employee shall be paid pay and allowances as specified under regulation 24(3) equivalent to such period of earned leave as is surrendered without any deductions towards P.F., or adjustment of other advance except the deduction made for Income tax wherever applicable.

c) The interval between surrender of earned leave for the second time or as the case may be shall not be less than 12 months.

(Amended in (G.O.Ms.No.27 F&RD (Corpn.) Dept.dt.18-1-1975).

5) Every employee shall be entitled to avail earned leave to his credit upto 240 days preparatory to retirement. Every employee shall also be entitled to encash earned leave to his credit on the date of retirement up to 300 days in case he does not avail leave preparatory to retirement. In case of death, while in service, the cash equivalent or leave salary in respect of earned leave at credit shall be paid to his family subject to a maximum of 300 days.

(Letter No.795/Mktg.I(1) 94-3 dt.5-9-94 Agriculture and Co-operation Department).

25. Study Leave:

- i) An employee may be granted study leave provided that:
 - a) Due regard is paid to the interests of the Corporation.
 - b) The grant of this leave, in continuation with leave other than extraordinary leave, leave on medical certificate, does not involve an absence of over twenty eight months from an employee's regular duties or exceed two years in the whole period of his service.
 - c) The leave is not granted with such frequency as to remove the employee from contact with his regular work or to cause difficulties owing to his absence on leave.

Explanation: i) A period of twelve months at one time will ordinarily be regarded as a suitable maximum and will not be exceeded save for exceptional reasons.

ii) Study leave will count as service for promotion and pensions but not for leave. It will not affect any leave, which may already be due to an employee. It will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the employee towards the maximum period admissible under regulations 28(b) of these Regulations.

26. Maternity Leave: A female employee shall be eligible for the grant of maternity leave on full pay and the maternity leave to be granted to a female employee shall be for a period of 120 days from the date of its commencement.

(Lr.No.9139/Mktg.1(1)/96-2, dt.25-11-1996 Agriculture & Co-operation (Mktg.,I) Dept.

27. Casual Leave: An employee shall be eligible for Casual leave to the extent of fifteen days in a calender year. Not more than seven days leave will normally be granted at a time. Casual leave shall not be combined with any other leave.

a) Every employee shall be eligible for special casual leave under family welfare programme as admissible to State Government Employees.

(Lr.No.54521/Agri.IV/84-3, F&A Dept.dt.31-1-1985.)

28. Half Pay leave: leave not due, commuted leave.

a) The half pay leave admissible to an employee in respect of each completed year of service is 20 days. The half pay leave is admissible in respect of period spent on duty and on leave including extraordinary leave.

b) The half pay leave due may be granted to an employee on medical grounds or on private affairs.

The Half pay leave can be granted on private affairs for six months in all and up to a maximum of 3 months at any time: leave on medical certificate for one year in all, and in exceptional cases a further period of six months.

c) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate only to an employees subject to the following conditions.

i) Commuted leave during the entire service shall be limited to 240 days.

ii) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.

(Lr.No.44962/Mktg.I(1)/90-13 dt.9-6-93 Agriculture & Co-Operation Dept)

iii) “Commutated leave may be combined with earned leave but the total duration of earned leave and commuted leave so taken in conjunction shall not exceed two hundred and forty days”.

(Lr.No.8060/Mktg.I(1)/94-7, dt.9-6-1997 from Agriculture & Co-operation (Mktg-I) Dept.

d) When such half pay leave is taken on Medical grounds for treatment of Leprosy/Tuberculosis/Cancer/Heart Decease/Mental illness and Renal(Kidney) failure, as the case may be the employee shall be eligible for leave salary equal to full pay to the extent of six months in lieu of six months half-pay leave, on production of a Medical Certificate from the Medical Officer.

incharge of the Leprosy/Tuberculosis/Cancer/Heart Decease/Mental illness and Kidney treatment Hospital as the case may be.

(Lr.No.1339/Mktg.I(1)/98-5, dt.4-1-2000, Agri & Co-operation (Mktg.I) Dept.

29. Extra –Ordinary Leave:

a) Extra-Ordinary leave(i.e.leave without pay) may be granted to an employee when ordinary leave is not admissible to him and when having regard to his length of service, sick or special leave is not considered justified by the authority empowered to sanction leave. Except in exceptional circumstances, the duration of the extraordinary leave shall not exceed three months on any one occasion and twelve months during the entire period of an employees service.

b) The authority empowered to sanction leave may grant extraordinary leave in combination with or in continuation of leave of any other kind admissible to the employee and may commute retrospectively periods of absence without leave into extraordinary leave.

c) No pay and allowances are admissible during the period of extra ordinary leave and the periods spent on such leave shall not count for increments.

d) (i) Corporation employees desirous of seeking jobs abroad, irrespective of categories to which they belong technical, non-technical or clerical be permitted to apply and secure employment abroad without applying for voluntary retirement or resigning from service. However, such of those scarce categories of staff/Officers whose services are considered essential to this Corporation, shall not be permitted to secure job abroad.

ii) the period of absence during employment abroad will be treated as extraordinary leave without allowances but such period of absence will not be construed as a break in service. It will not be counted for service benefits such as increment, pay, leave etc.,

iii) That no Corporation dues are pending recovery from the Corporation employee.

iv) That no prosecution is pending or contemplated in the court of Law against the Corporation employee.

v) If the absence of the employee exceeds five years he ceases to be a Corporation employee.

vi) on return from leave the Corporation employee shall not claim any preference over others in the Corporation for promotion or higher pay by virtue of the experience gained in foreign employment.

vii) All Corporation employees may opt voluntarily to this scheme.

viii) There shall not be any compulsory element and Corporation employees with 5 years regular service only shall be eligible to avail the scheme.

ix) The benefit of the scheme shall be given to corporation employees once in the entire service.

x) The Corporation employees should obtain specific permission from the Corporation before undertaking any employment abroad.

xi) The scarce categories as mentioned in item(i) shall be identified and a list shall be prepared and maintained by the Managing Director with the prior approval of the Board of Directors. The list shall be updated from time to time based on the emerging needs and experience.

(G.O.Rt.NO.772, Agri & Co-operation (Mktg-I) Dept dt.1-7-1999).

30. Authority to grant leave:

- i. Secretary shall be the authority to grant casual leave to employees of classes II and III and all other leave to employees of class III provided that warehouse man in-charge shall have powers to grant casual leave to employees sub-ordinate to him.
- ii. The Managing Director shall be the authority competent to sanction all kinds of leave except study leave to employees in class I and II
- iii. The Chairman shall be the authority competent to sanction casual leave to the Managing Director.
(G.O.Ms.No.939 F & A (Ari.IV) Dept dt 4-9-1973)
- iv. The Executive committee shall be the authority to grant earned leave for a period not exceeding forty five days to the Managing Director.
- v. Earned leave in excess of forty five days and extraordinary or sick leave or special leave in the case of the Managing Director shall be sanctioned only by the Board of Directors.

- vi. The Board of Directors shall be the authority to grant study leave to any employee.

31. Leave account:

- i. A leave account shall be maintained for each employee of the corporation in terms of leave on average pay in the form specified in Appendix-II.
- ii. Leave will ordinarily be granted only on a written application. In case of absence of an employee without leave or overstay after the expiry of leave granted, disciplinary action is liable to be taken. An employee who is dismissed from service forfeits all leave earned by him unless he is reinstated on appeal.

32. Medical Facilities:

Such medical facilities as the Board of Directors may determine from time to time will be provided for the employees and their families.

33. Maintenance of Service Register:

The Managing Director or any other officer authorized by him in this behalf shall maintain a service register in respect of all employees other than the Managing Director. The service Register shall be in the form specified in Appendix – II.

The service register in respect of the Managing Director shall be maintained by the Chairman.

34. Rules of Conduct for the Employees:

- a. All employees are bound to serve the Corporation in such capacity and in such place as may from time to time be directed by the Corporation.
- b. All employees are bound to serve the Corporation faithfully and to the best of their ability. No employee shall associate himself or take an active part in politics or in any political demonstration.
- c. An employee shall not speculate in stocks, Shares securities or commodities of any description nor be connected with or share an interest in the formation or management of Joint-Stock Companies.

- d. An employee shall not without the prior permission of the Competent authority, engage in any trade or undertake any employment while on duty or on leave, other than those allotted to him by the Corporation.
- e. An employee may not bring to bear or attempt to bring to bear influence on the members of the Board or the Executive Committee in any matter in which he is personally interested or in any matter connected with the administration of the corporation. No employee shall have anything to do with political parties or organizations for ventilating his grievances.
- f. An employee may not unless generally or specially authorized by the Corporation, Communicate to any one outside the Corporation the contents of any documents or other information connected with the Corporation.
- g. An employee shall not absent himself from his duty or from the station of his posting without first obtaining permission of the Managing Director.
- h. In matters like gifts, property, marriage, etc., the employees of the Corporation will be governed by the provisions contained in the State Government's Employees Conduct Rules.

35. Disciplinary Action: An employee who commits a breach of the regulations of the Corporation or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of the Corporation or in conflict with its instructions or who commits a breach of discipline or is guilty of any other act of misconduct or who is convicted of a criminal offence, shall be liable to the following penalties namely:

- a. Censure.
- b. Withholding of increments or promotion.
- c. Reduction to a lower post in his permanent class or to a lower stage in his incremental stage.
- d. Recovery from pay of the whole or part of the pecuniary loss caused to the Corporation by the employee by negligence or breach of orders.
- e. Compulsory retirement
- f. Removal from the service of the Corporation and
- g. Dismissal

36. Authorities competent to impose penalty:

An employee of the Corporation may for good and sufficient cause be punished in one or the other of the above ways at the discretion of the Managing Director who shall be the authority competent to impose such punishment.

- 1) The authority imposing any penalty under these regulations shall maintain a record showing:-
 - i. The allegations upon which action was taken against the person punished.
 - ii. The charges framed.
 - iii. The person's representation, if any, and the evidence taken, if any and
 - iv. The finding and the grounds thereof.
- 2) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.
 - i. In every case where it is proposed to impose on an employee any of the penalties specified in item, (a) , (b) and (d) of regulation 35, he should be given an opportunity of making any representation that he may desire to make and such representation if any, shall be taken into consideration before the order imposing the penalty is passed.
 - ii. In every case where it is proposed to impose on an employee any of the penalties specified in the items.©,(e),(f) and (g) of Regulation 35 the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing order on the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry or only

to be heard in person. An oral enquiry shall be held if such an enquiry is desired by the person charged or is directed by the authority concerned. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses to give evidence in person and to have such witness called as he may wish, provided that the officer conducting the enquiry may for special and sufficient reasons to be recorded in writing, refuse to call a witness. After the enquiry has been completed, the person charged shall be entitled to put in if he so desires any further written statement of his defence. If no oral enquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

- iii. After an enquiry under clause (ii) where it is proposed to impose on the person charged any penalty of reduction to lower rank in the seniority list of a (c) lower post of lower stage in a time scale (e) compulsory retirement (g) removal from service (h) dismissal from service, such penalty may be imposed on the basis of the evidence reduced during the enquiry and it shall not be necessary to give to the person charged any opportunity of making representation on the penalty proposed to be imposed.

(Lr.No.279/Agri.IV/80-7, F&A Dept., dt.31-10-81)

- iv. An employee may be placed under suspension pending investigation or enquiry into grave charges where such suspension is in public interest provided that if the investigation has not been completed and the action proposed to be taken in regard to him has not been completed within a period of six months from the date of suspension, the fact shall be reported to the Chairman for such order as he deems fit.

(G.O.Ms.No.465 F&RD (Corpn.,) dt.20-6-75).

- v. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee, who has been placed under suspension under clause (iv), is set aside in appeal or on review under these regulations and the case is remitted for further enquiry or action or with any other directions, the order of suspension on such member shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- vi. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside, or declared or rendered void, in consequence of or by a decision of a court of law and the authority competent to impose the penalty on a consideration of the circumstances of the case decides immediately thereafter to hold a further enquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed the employee shall be deemed to have been placed under suspension by the authority competent to impose the suspension from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- vii. An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.
G.O.Ms.No.90. F&A (Agri.IV) Dept Dt.21-1-72.
- viii. An employee may be placed under suspension in cases where he/she is caught red handed in the act of accepting bribe and where the phenolphthalein test has yielded positive results, based on the preliminary report received from the Anti-Corruption Bureau.

In other cases where the accused officer is not caught red handed and where the phenolphthalein test has not yielded positive result and the case

depends mostly on circumstantial evidence leaving room for benefit of doubt, the charged officer may not be placed under Suspension on receipt of preliminary report from the Anti Corruption Bureau, instead, he/she may be transferred to a far off place or to an innocuous post (non focal post).

However, in such, cases, if it is decided ultimately based on the final report of the Anti-corruption Bureau to prosecute the charged officer or to take disciplinary action for inflicting a major penalty, the charged officer may be placed under suspension after filing a charge sheet in a criminal court or a charge memo is served on him, as the case may be”.

(Lr.No.4980/Mktg-I(1)/97-5, dt.10-9-98 from the Agri & Cooperation Dept) Government of Andhra Pradesh.

37.i) An employee who is detained in custody, whether on a criminal charge or) otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention and shall remain under suspension until further orders.

ii) The power to place an employee under Suspension shall be exercised by.

a) The Managing Director in the case of all the employees.

b) The State Government in the case of the Managing Directors.

(G.O.Ms.No.465, F&RD (Corpn.) Dept dt 20-6-75).

Provided that employees on deputation from Central Government or a State Govt or a Govt institution shall be suspended only in accordance with the procedure and rules applicable to them in their parent department.

38. Grant of Subsistence allowance to employees when under Suspension:

An employee when suspended under these regulations shall not be entitled during the period of his suspension, to draw his full pay but he will be paid monthly subsistence allowance at a rate not exceeding half of his substantive

pay plus dearness allowances, if any during that period. Grant of dearness allowance either in full or in part during the period of suspension shall however, be subject to the approval of the authority ordering suspension.

39. Refund of the difference between subsistence allowance already paid and emoluments in case of re-instatement:

If charges preferred against an employee placed under suspension are not proved in the departmental proceedings taken under these Regulations, he shall be re-instated in his post and shall be refunded the difference between the subsistence allowance already paid and the emoluments which he would have received but for such suspension. The period during which an employee is under suspension shall, if he is not removed or dismissed from the service be treated as period of duty or leave as the Authority passing the final order may direct.

Discharge or acquittal of an employee in any criminal proceedings for any criminal offence involving moral turpitude shall not automatically entitle the employee to reinstatement. Not with standing such discharge or acquittal, the Corporation shall be competent to institute or to continue departmental proceedings already instituted on the same charge.

40. Reversion: An employee appointed to officiate in higher grade shall be liable to be reverted without notice and without assigning any reasons thereof such reversion shall not amount to reduction within the meaning of Regulation 35.

41. Appeals: Except in the case of a censure, an appeal shall lie against every order imposing a penalty to the competent appellate authority shown in the Table below.

Rank of the appellant	Authority competent to entertain appeals
Class – I	Executive Committee
Class – II (other staff)	Chairman
Class – III (Subordinate staff)	Chairman

(G.O.Ms.No.465 F & RD(Corpn) Dept.dt.20-6-75)

No appeal shall be entertained if it is not preferred within a period of two months from the date of the order imposing the penalty.

42. Contents of Appeal: Every Memorandum of appeal preferred under regulation 41 shall contain all relevant statements relied on by the appellant and shall contain no disrespectful or improper language or impute personal motives and shall be complete in itself.

43. Mode of sending Appeal:

- 1) Every Memorandum of appeal shall be sent by an employee through his immediate superior officer who shall forward to the appellate authority with his own comments. Preferring appeals direct to the appellate authority shall be deemed to be breach of discipline.
- 2) When the appellate authority holds that an employee who has been dismissed or removed under the regulations has been fully exonerated or in the case of suspension that it was wholly unjustified, the employee shall be reinstated in his post and he shall be given the fully pay to which he would have been entitled had he not been dismissed, removed or suspended as the case may be together with any allowances of which he was in receipt prior to his dismissal, removal or suspension. The period during which an employee is under suspension shall, if he is not removed or dismissed from the service, be treated as period on duty or leave as the authority competent may direct.

- 3) In other cases, the employee shall be given such proportion of such pay and allowances as the appellate authority may direct.

44. Definition of pay for the purpose of certain allowances:

1) For purposes of mode of travel, calculation of traveling allowance, daily allowance and transfer allowance pay includes special pay and dearness pay if any, and in the case of re-employed personnel their pension provided that where the pension is held in abeyance during the period of reemployment, the grade, as defined below, of the reemployed pensioner shall be determined in accordance with the pay actually received from time to time.

(As per the decision of the Board taken in its 85th meeting held on 27-3-1982)

2) Grades of the employees for the purpose of payment of Daily Allowance, Mileage etc., shall be as follows, provided that the Board of Directors may revise the rates of any or all of these posts as and when it deems fit.

S. No	Category	Mode of Travel	Mileage for Travel By Own/Borrowed Conveyance	Rate of DA and Lodging Charges
1.	Employees drawing basic pay of Rs.9900 and above	1 st class AC or AC two tier	Rs.5.00 per K.M. by Motor Car or Rs.1.50 per K.M by Two Wheelers	Rs.120/- + Lodging charges not exceeding Rs.120/- on production of bills
2.	Employees drawing basic pay of Rs.5000 and Above upto 9899.	1 st Class or AC Chair Car or AC two tier or AC three Tier	Rs.1.50 per K.M by Two Wheelers	Rs.90/- + Lodging Charges not exceeding Rs.90/- on production of bills
3	Rest of the Employees drawing basic pay upto Rs.4999/-	2 nd Class	Rs.1.50 per K.M by Two Wheelers	Rs.60/- + Lodging charges not exceeding Rs.60/- on production of bills

- i. Mileage at the above rates is allowed for journeys by road between places unconnected by regular public motor service.

- ii. Mileage at $\frac{1}{2}$ the above rates is admissible for journeys between places connected by regular public motor service. (other than class I officer omitted vide G.O.Ms.No.252 Food & Agri(Agri IV Dept. dt.22-2-1971 the Amendment hereby made shall be deemed to have come into force on the 24th Sep, 1970.
- iii. Whenever a Journey is undertaken by road between places connected by railway either partly or wholly, the appropriate railway fare and mileage for the road journey is admissible.
(Amended Vide Lr.No.62428/Agri IV/84-3 dt.14-2-86 F&A Dept.)
- iv. Officers drawing pay of Rs.9,900/- and above per month are eligible to perform their journey by air on Official duty subject to prior permission of the Managing Director. This does not mean that they can avail L.T.C.etc., facilities by Air.
- v. An employee who is not authorized to travel by air but performs a journey by air on tour may draw the appropriate railway fare plus D.A or mileage for road journeys which he would have been entitled whichever is less.
(Amended Vide Lr.No.62428/Agri IV/84-3, dt.14-2-86 F & A Dept.)
- vi. For journeys outside the State and to Hyderabad, Visakhapatnam, Vijayawada, Tirupathi and Warangal the employees shall be eligible to draw the daily allowance and Lodging Charges at $1\frac{1}{2}$ times and $2\frac{1}{2}$ times normal rates for stay at Delhi, Mumbai, Calcutta, Chennai, Bangalore and State Capitals subject to production of Bills.
Normal rates of DA and Lodging charges will apply to other places with in the State of Andhra Pradesh.

45. Allowance to employees on deputation: The employees on deputation from the Central Government or the State Government or a Government or quasi Government institution shall be Governed in respect of matters relating to dearness allowance, traveling allowance and other compensatory allowance by such rules as may be included in the terms and conditions of their deputation.

46. Daily allowance:

- i. Daily allowance may not be drawn except during absence from the headquarters on duty. The period of absence from Headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated.
- ii. The employees who perform their journeys by bus on tours beyond 8 kms and less than 32 kms shall be eligible to claim daily allowance in addition to bus fare.

(Amended vide Lr.No.31972/Mktg I(1)/89-11 dt.7-2-91 F & A Dept.)

- a) "All the officers who perform their tours in their own cars to places exceeding 8kms. But not exceeding 32kms. Shall be eligible to claim mileage @ Rs.1-75 ps. Per K.m subject to the condition that this mileage allowance does not exceeding one full D.A at ordinary rates for which the officer is entitled. Officers who are entitled to travel on motorcar may also travel by motor cycle/Scooter and claim mileage allowance prescribed subject to the condition i.e. the mileage allowance does not exceed on full D.A. The officers who undertake tours beyond 32kms. Will continue to be eligible to claim under Rule 25(b)(i) and (ii) of Andhra Pradesh traveling Allowance Rules. Daily allowance shall not be paid to the employees claiming the mileage allowance for their tours.

(Lr.No.1340/Mktg.I(1)/98-2 dt.6-4-1998 from the Agri & Coop(Mktg.I) Dept.A.P.

- iii) Daily allowance may not be drawn for a continuous halt of more than ten days at any one place except by permission of the Managing Director or in the case of the Managing Director by permission of the Chairman.

In case where the permission of the Managing Director/Chairman is accorded to the drawal of the daily allowance for the period of halt in excess of ten days the rate of daily allowance for the entire period of halt will be regulated as under.

- a) for the first ten days full rate.
- b) For the next twenty days 3/4th rate.
- c) For the next sixty days 1/2 rate
- d) Thereafter NIL

iv) Daily allowance may be drawn for each calendar day of absence from headquarters and in addition one daily allowance for the day of departure and another for the day of return, if the absence on each day from headquarters is not less than six hours. If the absence from headquarters is less than six hours either on the day of departure or on the day of return half daily allowance may be drawn for those days. Employees of Grades V and VI are entitled to draw full daily allowance irrespective of the duration of absence on the day of departure and on the day of arrival.

Explanation: Calendar day means a day beginning and ending at midnight.

47. Transfer traveling allowance:

An employee shall be entitled to transfer traveling allowance as under:

Three single fares of the class to which he is entitled for purpose of traveling allowance for himself, one fare for each adult member of the family and one half fare for each child. Mileage for journeys by road shall be admissible at twice the rates admissible for purposes of Travelling Allowance provided that he will draw an extra mileage if he is accompanied by one or two members of his family and two extra mileages if accompanied by more than two members of his family. Travel by air conditioned accommodation will not be admissible for transfer travelling allowance.

48. Transportation charges on transfer:

- 1) An employee transferred from one station to another shall be entitled to transport charges according to the following scale for transporting his personal effects:

Grade of the employee	Limit for transporting goods by goods train	
	With family (in kgs)	Without family Kgs.
I	2,250	1,500
II	1,125	750
III	560	450
IV & V	190	110

- 2) For transportation of personal effects by road between places not connected by rail an employee shall be entitled to claim two extra mileages. The rates for packing and unpacking charges shall be as follows:

- | | | |
|------------------------|----------|--------------|
| a) Employees of Gr.I | Rs.175/- | at each end |
| b) Employees of Gr.II | Rs.110/- | at each end |
| c) Employees of Gr.III | Rs.75/- | at each end. |

3) He may also draw the actual cost of transporting at owner's risk conveyances on the following scale:

Provided that:

- i) the distance traveled exceeds 128 Kilometers.
- ii) The employees is traveling to join a post in which the possession of a conveyance is advantageous from the point of view of his efficiency.
- iii) Conveyance are actually carried by rail, steamer or other craft

Grade of the employee	Scale allowed
I	A motor car or a motor cycle
II	A motor cycle or ordinary cycle
III & IV	One ordinary cycle.

49. Definition of members of the family: For purpose of these regulations members of the family of an employee include wife/husband of the employee residing with him/her and real and step children residing with him/her and parents wholly dependent upon the employee.

50. Joining time permissible on transfer: An employee while on transfer from one station to another will be entitled to the joining time calculated at the following rate subject to the maximum thirty days.

- i) Six days for preparation, plus.
- ii) For the portion of the journey which he travels by aircraft.
- iii) For the portion of the journey which he travels or might travel one day for each.

By rail	400 Kilometres	} Or any longer time actually occupied in the journey
By Ocean steamer	320 Kilometres	
By river steamer	125 Kilometres	
By Motor Vehicle or horse drawn Conveyance	125 Kilometres	
In any other way	25 Kilometres	

NOTE:

- i) A Sunday does not count as a day for the purpose of the calculation in this rule. But Sundays are included in the maximum period of thirty days.
- ii) Travel by road not exceeding eight Kilometers to or from a railway station or steamer ghat at the beginning or end of a journey does not count for journey time.
- iii) The authority sanctioning the transfer may in special circumstances reduce the period of joining time admissible under the rule.

51. Pay admissible during the joining time:

An employee on joining time shall be regarded as on duty and he is entitled to be paid as follows:

- i) In case of joining a new post to which he is appointed while on duty in his old post, he is entitled to the pay which he would have drawn if he had not been transferred or the pay which he will draw on taking charge of his new post whichever is less.
- ii) If to join a new post on return from leave on average pay of not more than four month's duration or from other kinds of leave when he has not had sufficient notice of his appointment to the new post, he will be entitled to the rate of leave salary which he last drew otherwise to no payments at all.

Note: An employee on transfer is not to be paid while on joining time unless his transfer is made in the interest of the Corporation

52. Drawal of traveling allowance and pay in advance:

- i) An employee on transfer may draw in advance the amount of traveling allowance to which he is entitled.
- ii) An employee on transfer may draw advance of pay of an amount not exceeding one month's pay.
- iii) The amount of advance traveling allowance shall be recoverable in full from the transfer traveling allowance bill of the employee which the pay advance shall be recovered from the pay of individual in three equal instalments commencing from the month next to that in which the advance was drawn.

53. Hiring of Transport at the outstation etc.,

Employees who go on official tours to Delhi and other places outside the State shall be eligible to claim actual taxi or auto fares if they travel by taxi/auto from Arrival point to place of stay and from place of stay to Departure Point.

Employees who go on official tours outside the State shall be eligible to claim actual taxi or auto fares if they travel by taxi/auto from arrival point to place of stay and vice-versa. Further the employees shall also be eligible to claim actual Taxi/Auto fare for going to local offices subject to maximum of Rs.100/-per day.

There shall be no reduction in DA for claiming conveyance charges.
(Lr.No.1340/Mktg.1(1)/98-2, dt 6-4-1998 from the A&C Dept, Govt. of A.P.)

54. Countersigning of traveling allowance bills: All traveling allowance bills of the employees shall be countersigned by the Managing director.

55. Miscellaneous: An employee of the Corporation, who is charged rent for Government accommodation provided to him while on tour under F.R.45-B will be entitled to reimbursement of the difference between rent so charged and the rent under F.R.45-A.

CHAPTER-9

56. The Confidential reports of the officers and employees specified in column(1) of the table below shall be written, countersigned and be in the custody of the officers noted against them in columns (2),(3) and (4) thereof.

TABLE

S.No	Category of Officers and employees	Officers to write confidential reports	Countersigning officer	Custodian of the dossiers
1	Managing Director	Chariman	Secretary to Govt.in the Concerned Departement	Chairman
2	Secretary Inspection & Storage officer, construction Engineer, Inspecting Accountant.	Managing Director	Chairman	Managing Director
3	Warehouse Manager To be routed through manager(Storage & Business)	Regional Manager	Managing director	Managing Director
4	Subordinate staff at Head Quarters	Accounts Officer, Inspection & Storage Officer, Construction Engineer etc. for their staff working under them	Managing Director	Managing Director
5	Subordinate Staff at District	Warehouse Manager	Managing Director	Managing Director
6	Subordinate Staff at Regional Office	Regional Manager	Managing Director	Managing Director
7	Regional Manager To be routed through Secretary.	Manager(Storage & Business)	Managing Director	Managing Director
(Item 3,6 & 7 amended vide Lr.No.23092/Agri IV/86-3 dt.21-10-86)				

57. In case of death of an employee, his nearest relative or the person lawfully in possession of the body of the deceased employee shall be eligible to receive an ex-gratia payment of Rs.2,000/-(Rupees Two thousand only) to meet the expenditure on obsequies of the deceased employee.

(G.O.No.460, Dt.24-12-02, Dt.24-12-02, enhanced from Rs.1,000/- to Rs.2000/-)

APPENDIX I

[See Regulation (10)]

FORM OF MEDICAL CERTIFICATE

I, Sri do hereby certify that I have examined Sri/Smt..... a candidate for employment in the Andhra Pradesh State Warehousing corporation and do not discover that he/she has any decease, constitutional affliction or bodily infirmity except I do not consider this a disqualification for employment in the Andhra Pradesh State Warehousing corporation. Sri’s age according to his own statement isyears and, by appearance, about years.

(Name and designation of the Medical Officer)

8. Attestation by the appointing authority.

- | | |
|--|--------------------------|
| c) i) Date | A) From |
| | B) To |
| ii) Leave earned | : |
| iii) Nature of leave taken | : |
| iv) Date | : a) From |
| | b) To |
| | c) Total number of days. |
| v) Balance of leave at Credit | : |
| vi) Attestation by the
appointing authority | : |

APPENDIX III
(Vide Regulation 6)

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Secretary	By direct recruitment	Must possess post Graduate Degree from any Recognised University. Must have also passed A.C.S. examination conducted by the Association of company Secretaries of India with legal background and minimum of 5 years experience in similar capacity is preferable	Should not be below 30 years of age and not above 40 years.
	By promotion of Regional managers	Must Have completed 3 years experience in the post held.	
Executive Engineer(Selection Category)	By direct recruitment	<ul style="list-style-type: none"> i. A first class degree in Civil Engineering of a recognized University. ii. Practical experience for atleast 5 years in construction of buildings either under Government Public sector or private commercial undertaking. 	Below 40 years
	By promotion of construction Engineer	Must have put in 5 years of service in the post held.	

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Manager (Business & Logistics) (Selection Category)	By direct recruitment By promotion of Regional Managers.	A 1 st Class Degree in Agriculture or a Post Graduate in allied subjects such as Zoology, Entomology, Biology etc., of recognized university. 5 Years post qualification experience in a Managerial position in storage, Marketing and Quality Control of Agricultural commodities is preferable. Must have put in 3 years of service in the post held.	Below 40 years.
Manager (Material & Quality control) (Selection Category)	By Direct recruitment By promotion of Regional Managers.	A 1 st Class Degree in Agriculture or Post Graduate in allied subjects such as Zoology, Entomology, Biology etc., of a recognized University. 5 Years post qualification experience in a Managerial position in storage, Marketing and Quality Control of Agricultural commodities is preferable. Must have a Degree in Science and 3 years service in the post held.	Below 40 Years

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Manager (Personnel & Administration) (Selection Category)	By direct recruitment By promotion of Regional Mangers.	Post Graduate with 1 st class or a Degree in Business Administration/Personnel Management and Industrial Relations. Five years experience in Business Management/Personnel Management. Must have a degree from any recognized University with 3 years experience in the post held. Desirable: Should possess relevant experience, good knowledge of Warehousing corporations Act, Rules, Regulations and other matters. A post Graduate in Business Administration/Personnel Management, Industrial Relations.	Below 30 years.
Inspecting Accountant (Selection Category)	By direct recruitment By promotion of Accountant or Superintendent.	Essential: A Degree from a recognized University preferably in commerce, should have passed accounts test for subordinate officer part I and part II. Desirable: Experience in Accounts and Auditing in Government Department or in a commercial concern for atleast 5 years. Must have put in a service of 3 years and passed accounts test for subordinate officer part I and II	Below 40 Years.

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Storage Assistant (Selection category)	By direct recruitment By promotion.	A Second class degree in Agriculture or a First class degree in Botony, Zoology and Chemistry, preference shall be given to those having masters Degree in the Concerned subjects Desirable: Preference will be given to those with experience in handling, storage, preservation of agricultural commodities. Warehouse Managers, Grade – II possessing the degree in Agriculture or degree in Botony, Zoology, or Chemistry. Must have completed 3 years service in the post held. Savings: Nothing in the Regulation shall adversely effect any person who is acting as storage Assistant(Selection Category) on the date of issue of amendment to Regulation, (Govt.Lr.No.44139/Agri.II/81-1 dt.26-8-81	Below 30 Years.
Assistant Manager (Personal and Administration) (Selection Category)	By direct recruitment By promotion from Warehouse Grade III/Accountant/ Superintendent Senior stenographer -cum-Personal Assistant to Chairman and Senior Steno-cum-Personal Assistant to M.D.	Must have First Class Degree or Second class Degree from any recognized University and Diploma in Personnel Management and Industrial Relations. Must have a Degree and 3 Years service in the post held.(The above qualifications shall not adversely affect any person presently holding the post.)	Below 40 Years.

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
	By transfer from Warehouse Manager Grade-II Assistant Manager Head Office.	Must have a Degree of any recognized University.	
Assistant Manager (Accounts) (Selection Category)	<p>By Director recruitment</p> <p>By promotion from Warehouse Manager Grade-III/Accountant/Superintendent senior stenographer-cum-personal assistant to chairman and senior steno-cum-personal Assistant to Managing Director.</p> <p>By Transfer from Warehouse Manager Grade – II/Assistant Manager (Secretariat) /Assistant Manager (Personnel and Administration)</p>	<p>First class or second class Master’s Degree in commerce or degree with intermediate chartered Accountant/Indian costs and works Accountants with three years experience in Accounts Department of a reputed commercial credits organization/Government undertaking connected with finalisation of Accounts.</p> <p>Or</p> <p>First Class Degree in commerce with specialization in advanced Accountancy and Auditing with five years experience in compilation and finalisation of accounts.</p> <p>Must have a degree in commerce with 3 years service in the post held and passed in Accounts Test(part I and II)(The above qualification shall not adversely effect any person presently holding the post)</p> <p>Must have a Degree in commerce with 3 years service in the post held and passed in Accounts Test(Part I & II)(The above qualification shall not adversely effect any person presently holding the post)</p>	Below 40 years.

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Assistant Manager(Secretarial) (Selection Category)	By Director Recruitment By promotion: Warehouse Manager GradeIII/ Accountant/Superintendent/Senior stnographer-cum-personal Assistant to Chairman and Senior Steno-cum-Personal Assistant to Managing Director. By Transfer: from Assistant Manager at Head Office/Warehouse Manager Grade-II	Masters Degree in Law or First or Second Class degree with intermediate Associated Company secretary with experience of 5 years in a Government undertaking/companies of repute and shall be acquainted with company Law matters etc. Must have a Degree of recognized University (the above qualification shall not adversely effect any person presently holding the post) Must have a Degree from a recognized University	Below 40 Years.
Assistant Manager (Business) (Selection Category)	By direct recruitment By promotion from Warehouse Manager Grade III/Accountant/Superintendent/Senior stenographer-cum-personal assistant to chairman and senior steno-cum-personal Assistant to Managing director.	A First Class degree in Business administration or Masters Degree in Agriculture or science or First Class Degree in Agriculture Preference shall be given to those having 3 years experience in Marketing, Business & Storage. Must have a degree 3 years service in the post held.(The above qualification shall not adversely effect any person presently	Below 40 Years.

	2-91 F&A Mktg.Idept.)	
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Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Computer Programmer	By Direct Recruitment	<p>1. Must have a Masters Degree in science or commerce or a Graduate in Engineering or in computer science.</p> <p>2. Post Graduate Diploma in Computer Science from a recognized University.</p> <p>3. Two to three years experience in commercial data processing, writing programmes in cobal and Base III and working experience in PA/AT mini computer.(Lr.NO.64161/Mktg.I/88-4 dt.7-2-89 F&A Dept)</p>	Below 35 years.
Superintendents	By promotion of senior Assistant or Godown Keeper	Must have 3 years service in the post held.	

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Accountant	By Direct Recruitment By promotion of senior Assistant or Godown Keeper	Essential: A Degree preferably in commerce or Business Administration of a recognized University. Desirable: Persons who have undergone a course of training in any of the cooperative institutions in the state or possess 5 years experience in maintenance of accounts in the Government or commercial concerns. Must have 3 years service in the post held and should have passed the Government Accounts Tests for Subordinate Officers (Part – 1)	Below 40 years.
Senior Stenographer cum P.A to Chairman and Sr.Stenographer cum P.A to Managing Director	By direct recruitment By promotion of U.D. Stenographer.	Essential: A Degree from any recognized University must have passed Higher Grade Examination in Typewriting(English) and Shorthand(English) conducted by Government of Andhra Pradesh. Must have previous experience of atleast five years in a similar capacity in Government/Government undertaking or in any reputed private sector company. Must have completed a minimum of three years as U.D. Stenographer.	Below 30 Years.

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
		<p>Note:-</p> <p>i) Recruitment shall be by promotion of a suitable and qualified candidate falling which the post shall be filled in by way of direct recruitment or deputation.</p> <p>ii) The term of the appointment of the P.A to Chairman shall be co-terminus with the term of the present Chairman.</p>	
U.D.Stenographer	By promotion of Junior Steno/Typist	Essential: Must have completed a minimum of three years service as junior steno/Typist and have passed Higher grade Typewriting (English) and Higher Grade Shorthand (English)	
Supervisor	<p>By direct recruitment</p> <p>By promotion of Draughtsman Grade.II</p>	<p>Essential: L.C.E must possess practical experience of 3 years in construction of buildings in Government or in any private Engineering firm registered under the companies Act.</p> <p>3 Years service as Draughtsman or Overseer in case of Licentiate Civil Engineering and 8 years service in case of persons who passed S.S.C and draughtsman Course (higher Grade)</p>	Below 30 years.
Draughtsman Grade II	By promotion of Grade III draughtsman	3 years experience in the post held.	

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Draughtsman Gr.III Overseer	By direct recruitment	Must possess the Diploma of Licenciate in Civil Engineering or a pass in SSC Examination and Draughtsman course (Higher Grade) conducted by the state Government.	Below 30 years.
Senior Assistant/Godown Keeper	By promotion of Junior Assistant, Junior Stenographer, or Typist.	3 years experience in the post held.	
Electrician	By direct recruitment	I.T.I Electrician Diploma in Electrical Engineering recognized by the State Government and two years experience in the field. Lr.No.38433 Mktg.I(1)/87-2, F&A Dept dt2-9-88	Below 30 years.
Junior Assistant/Record Keeper	By Direct recruitment to 75% of vacancies By promotion of Guard-Cum-peon, Attenders and Drivers. (G.O.Ms.No.517 G.A.(Ser.B.Department,dt.29-10-1987 A.P.Hyderabad)	Essential: A Degree of a recognized University. Desirable: Previous experience in Government Departments or commercial firm for 2 years and knowledge of typing. a) Must have put in three years of service in the post held and b) Must have passed i) a degree from any recognized university and ii) the prescribed departmental Tests conducted by the Andhra Pradesh State Warehousing Corporation. (Lr.No.1846/Mktg I (1)	Below 30 Years.

		2003-I, dt.25-7-03)	
Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Steno-Typist	By direct recruitment or by transfer of a typist	Essential: A Pass in SSC Examination and lower Grade Examination in Shorthand and Higher Grade Examination in Typewriting conducted by the Government Desirable: Previous experience as stenographer in a Government Department or commercial Firm.	Below 30 years.
Typist	Direct recruitment to 25% of posts. By promotion of Attender any other employees in class -III	A pass in SSC Examination and Higher Grade Examination in Typewriting and experience as Typist for a period of 2 years in any Government Dept.or A commercial Firm. A Pass in S.S.C and Lower Grade Typewriting Examination and 3 years service.	Below 30 years.
Attender	By direct recruitment By promotion of peons or Watchman	Essential: A pass in VIII standard Desirable: Preference will be given to those who have studied upto S.S.C. Must have completed 3 years service in the post held.	Below 30 years.

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
II.FIELD STAFF Regional Manager	By Direct recruitment to 25% of posts By promotion of Warehouse Manager Gr.I	Essential: A Degree in Agriculture Botony, Zoology or Chemistry. Desirable: Preferences will be given to those who have experience in the storage and preservation of food grains. Must possess a degree in any discipline from any recognized university and must have completed three years of service in the post of warehouse manager Grade-I (Lr.No.1846/Mktg I(1)/2003-1, dt.25-7-03)	Below 30 years
Warehouse Manager Grade-I (Selection Category)	By direct recruitment to 25% of the posts. By promotion of Warehouse Manager Gr.II, Assistant Manager (P&A) Assistant Manager(Accounts) Assistant Manager(Secretarial) Assistant Manager(Business) Assistant Manager(Technical) Assistant Manager (S&QC) The promotion of Warehouse manager Grade II/ A.M(P&A)/A.M(Accounts) A.M(Secretarial)/A.M(Business) A.M(Tech)/A.M(S&QC) shall be in the ratio of 2:1 respectively	Masters Degree in Business Administration/Agriculture and Allied subjects and 3 years experience in a reputed firm is preferable. Must have 3 years service in the post held.	

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Warehouse Manager Grade-II (Selection Category)	By Direct recruitment to 25% of posts. By promotion of Warehouse Manager Grade-III	A Degree in Agriculture, Botony, Zoology or chemistry. Must have 3 years service in the post held.	Below 30 years.
Warehouse Manager Grade-III	By Direct recruitment to 25% of posts By promotion from posts of senior Assistant/Godown Keeper in 75% of posts.	Essential: A Degree in Agriculture Botony, or chemistry. Desirable: Preference will be given to those having experience in the storage of food grains and or in quality determination of Agriculture product. Must have put in 3 years service in the post held and a degree in Agriculture or Science (G.O.Rt.No.18 F&A (Agri-II) Dept.dt.15-1-1981. Under the heading "Field Staff" in Appendix III of the said regulations for the entry occurring against the post of warehouse Manager grade III from the post of Senior Assistant/Godown Keeper the following shall be omitted. "and a degree in agriculture or science" (G.O.Rt.No.235 F&A(Agri.II) dept.dt.25.2.81)	Below 30 years.

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Technical Assistant Grade-I	By direct recruitment to 25% of posts By promotion from posts of Technical Assistants Gr II to 75% of the posts	Essential: A degree in Agriculture or science with Botany, Zoology, Chemistry. Desirable: Preference will be given to those having experience in quality determination of agricultural produce/storage of food grains. Must have put in 3 years service in the post held and a degree in science (Botany, zoology, Chemistry) G.O.Rt.No.18 F&A (Agri.II) Dept.dt.5-1-1981	Below 30 years.
Technical Assistant Grade-II	By direct recruitment to 25% of posts By promotion from the posts of Technical Assistant Gr.III to 75% of the posts.	Essential: A Degree in Agriculture or Science with BZC Desirable: preference will be given to those having experience in quality determination of agriculture produce/storage of foodgrains.(G.O.Rt.No.18 F & A(Agri.II) Dept.5-1-1981. Must have put in 3 years service in the post held and must have a degree in science(BZC)where persons eligible for promotion are not available in the lower cadre, the post earmarked for promotion quota should be filled by direct recruitment.	Below 30 years.

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
Technical Assistant Grade-III	By direct recruitment	Essential: A degree in agriculture or science with BZC. Desirable: preference will be given to those having experience in quality determination of agriculture produce/storage of food grains. (G.O.Rt.No.18 F & A (Agri.II)dept.dt.5-1-1981.	Below 30 years
Driver	By direct recruitment of by promotion of at tender, peon or watchman in time scale	Must possess license issued by the competent authority of the Andhra pradesh state government to drive the vehicle and previous experience in driving for a period of not less than 5 years.	Below 40 years
Wiremen	By direct recruitment	1) Must have studied up to 8 th class or S.S.C. 2) Must have passed the examination for “wireman” conducted by the State Board of Technical Education and Training and possess a certificate of competency for electrical wireman issued by the A.P. Electrical licensing Board or its equivalent. 3) Must possess a minimum of 2 years experience as a wireman in government/government undertakings or in any reputed private organization.	Below 30 years

Designation of the Post	Method of recruitment	Qualification	Age
1	2	3	4
	By Promotion	1) By promotion of a G.C.P with a minimum of 3 years service in the post held. 2) Must have passed the wireman examination conducted by the state Board of Technical Education and Training and possess a certificate of competency for Electrical Wireman issued by the A.P.Electrical Licensing Board or its Equivalent (Lr.No.19759/Mktg.I(1), 95-9,dt.29.11.1997 A&C Dept)	
Fitter	By direct recruitment	Essential: S.S.C and I.T.I Certificate in General Mechanism or Fitter Desirable: Practical experience of two years in erection of trusses and fixing of rolling shutters and sheets and its maintenance. (Lr.No.63928 Mktg.I/88-2 dt.4 th February 1989 from Food and Agriculture Department A.P.Hyderabad)	Below 30 years.
Works Maistry	By direct recruitment	Must have studied upto 10 th Class practical experience of two years in building construction and maintenance in Government Organizations is desirable (Lr.No.12341/Agri.IV/86-6 dt.8-10-1986)	Below 30 years.
Guard-Cum-Peon/Watchman	By direct recruitment (Lr.No.1846/Mktg I(1) 2003-1 dt.25.07.03)	Must have passed SSC/Matric or any equivalent examination and must know cycling	Below 30 years.

<p>Note: 1. The qualification prescribed for several posts do not apply to the existing incumbents holding the respective posts.</p> <p>2. Age and qualification prescribed for direct recruitment do not apply to the employees of the Corporation for purpose of promotion</p>
<p>3. In case where promotion from different posts is provided, combined seniority list of the posts from which promotion is made shall be followed.</p>
<p>4. Appointment to single posts(i.e., Secretary, Manager(Storage & Business), Construction, Engineer, Storage Assistant, Draughtsman, Stenographer, Driver, Attender etc.),is ordinarily by promotion. Only when qualified employees are not available they may be filled up by direct recruitment or by deputation from State Government, etc. This will also be applicable to posts whose number is less than 4</p>
<p>5. In respect of other posts where the ratio for direct recruitment or promotion as the case may be is fixed as 25% such direct recruitment or promotion shall be made to every fourth vacancy in a unit of 4 vacancies provided that when a qualified employee is not available for promotion such case may be referred to the Board for such relaxation as they may deem fit, in favour of the employee to enable him to be promoted.</p>
<p>6. Where the qualification prescribed in S.S.C a person must have passed the Examination with 40 percent of marks I and II languages (Telugu and English) and 30 percent in other subjects.(The Board of Directors in their 93rd meeting held on 11-1-1985 have resolved to relax the minimum marks of 40% in 1st and IInd languages(Telugu and English) for promoting Attender/Peons/Watchmen etc to the post of Junior Assistant.)</p>
<p>7. I) promotion to selection Category or Grade: Promotions to a selection category or to a selection grade shall be made on grounds of merit and ability seniority being considered only where merit and ability are approximately equal. II) promotion according to Seniority: All other promotions shall be made in accordance with the seniority unless:</p> <p>1) The promotion of a member has been with held as a penalty or 2) A Member is given special promotion for conspicuous merit and ability</p>
<p>8. A person appointed as Secretary by direct recruitment should pass the Accounts test for Executive Officers within the period of probation (G.O.ms.No.90 Food & Agriculture (Agri.IV) Department, dt.21st January,1972)</p>
<p>9. In the above Regulations, wherever the designation of “Godown Keeper” appears, the same shall be read as ‘Assistant Warehouse Manager’.</p>
<p>10. The post of superintendent and Warehouse Manager, Grade III are inter-transferable”. (Lr.No.1924/Mktg.I(1)/97-1 Dt.07.12.2001 from Agri & Co-Operation(Mktg-I) Dept.,)</p>

APPENDIX-IV

Roster for rotation of posts/vacancies to be filled by O.C., S.C./S.T., B.C., for unit of 100 posts.

Cycle No.	Post/Vacancy	How to be filled	Cycle No.	Post/Vacancy	How to be filled
1	1	ST	8	51	OC
	2	OC		52	BC(D)
	3	BC⊙		53	OC
	4	OC		54	SC
	5	SC		55	OC
	6	OC		56	ST
	7	BC(A)		57	OC
2	8	OC	9	58	OC
	9	OC		59	BC(A)
	10	BC(B)		60	OC
	11	OC		61	SC
	12	SC		62	OC
	13	OC		63	BC(B)
	14	BC(D)		64	OC
3	15	OC	10	65	OC
	16	OC		66	BC(D)
	17	BC(A)		67	OC
	18	OC		68	SC
	19	SC		69	OC
	20	OC		70	BC(D)
	21	BC(B)		71	OC
4	22	OC	11	72	OC
	23	OC		73	BC(A)
	24	BC(D)		74	OC
	25	OC		75	SC
	26	SC		76	OC
	27	OC		77	ST
	28	ST		78	OC
5	29	OC	12	79	OC
	30	OC		80	BC(B)
	31	BC(A)		81	OC
	32	OC		82	SC
	33	SC		83	OC
	34	OC		84	BC(D)
	35	BC(B)		85	OC
6	36	OC	13	86	OC
	37	OC		87	BC(B)
	38	BC(B)		88	OC
	39	OC		89	SC

	40	SC		90	OC
	41	OC		91	BC(B)
	42	BC(D)		92	OC
	43	OC	14	93	OC
7	44	OC		94	BC(B)
	45	BC(A)		95	OC
	46	OC		96	SC
	47	SC		97	OC
	48	OC		98	BC(B)
	49	BC(B)		99	OC
	50	OC		100	OC

N.B: O.C. = Open Competition

S.C.= Scheduled Castes

S.T.= Scheduled Tribes

B.C.(A).= Backward Class A Group

B.C.(B).= Backward Class B Group

B.C.(C)= Backward Class C Group

B.C.(D)= Backward Class D Group

(G.O.Ms.No.44, F & RD (Corpn.) Department, dt.25th January, 1975)

**THE ANDHRA PRADESH STATE WAREHOUSING CORPORATION LEAVE
TRAVEL CONCESSION REGULATIONS, 1979**

In exercise of the powers conferred by sub-section (1) of Section 42 of the Warehousing Corporations Act, 1962 (Central Act 58 of 1962) and with the previous sanction of the Government of Andhra Pradesh, the Andhra Pradesh State Warehousing Corporation hereby makes the following regulations, namely:

1. Short title and commencement (1) These Regulations may be called the Andhra Pradesh State Warehousing Corporation Leave Travel Concession Regulations, 1979.
2. They shall be deemed to have come into force on the 1st January, 1977.

2.Application: These regulations shall apply to all the employees of the Corporation in regular posts on monthly scale of pay including those under contract or agreement to the extent not otherwise specified in the contract or agreement.

3.Definitions:

- a) 'Competent Authority' means the Managing Director of the Corporation or any other Officer of the Corporation Authorized by the Managing Director to perform the functions of the competent authority for the purposes of the Regulations.
- b) 'Corporation' means the Andhra Pradesh State Warehousing Corporation.
- c) 'Earned Leave' means leave with full pay, half pay leave, leave without pay, maternity leave but not casual leave and includes Earned leave availed of along with surrender of leave in lieu of leave salary.
- d) 'Employee' means any person appointed to any service or post in connection with the affairs of the Corporation but does not include a casual employee.
- e) 'Family' means the family as defined in Regulation 49 of the Andhra Pradesh State Warehousing Corporation Employees Regulations, 1965.
- f) 'Headquarters' means the station where the employee is working for the Corporation.

- g) 'Home Town' means the place which is declared by the employee as such which could be his native place, place where he owns any immovable property or permanent residence of his or her parents.
- h) 'Pay' means the pay as defined in Regulation 3 (K) of the Andhra Pradesh State Warehousing Corporation Employees Regulations, 1965.
- i) 'Service' means continuous service including temporary and officiating services.

4.Purpose: Leave Travel Concession is reimbursement of expenditure incurred by the employees and their family members to travel from place of duty station to home town and back and also any place in Andhra Pradesh in a block period 4 years in lieu of normal Leave Travel Concession in the second two year's block period.

5.Eligibility:

- a) All the employees (including those appointed on temporary basis) who have put in a continuous service of not less than five years are eligible for the concession.
- b) Re-employed employees are also eligible for the concession completion of continuous service of 5 years but in case of re-employment in continuation of superannuation, the period of re-employment shall be treated as continuous with the previous service for the purpose.
- c) Persons appointed on a contract basis are also eligible for the concession, if the period of contract is five years or more. Where the initial contract is for less than five years and it is later extended for five years or more the total duration of the service shall be taken into account for the purpose.

6. Amount of reimbursement: The expenditure on the cost of journey to any place in the State shall be reimbursed by the corporation as per the rules for the entire distance on either way.

(Lr.No.21225/Mktg.I (1), dt.27-12-1996 Agriculture and cooperation Department)

For this purpose journey from and to the home town outside the state shall be treated to have commenced from the last point within the state.

7. Frequency: The concession may be availed of by an employee and his family members once in every block of two consecutive calendar years commencing from the block period of 1977 to 1978. The concession on the first occasion would be during 1977 to 1978 and the next occasion would be during the block period of 1979-80 and so on. The concession not availed of during any block period shall lapse. The journey would be deemed to be completed within a fresh period if the outward journey from headquarters is within that period irrespective of when the return journey is performed.

8. Competent Authority: The authority competent to sanction leave shall be the authority to permit the availment of Leave Travel Concession.

9. Leave required to be taken: Employees are eligible for concession only when the journeys are performed during Earned Leave of fifteen days or more:

Provided that where Earned Leave could not be sanctioned due to exigencies of service, leave travel concession could be permitted on journeys made on Casual Leave.

10. Declaration of ‘Home Town’: Every employee is required to give declaration in the form appended to these Regulations of his home town within a period of six months from the date of coming into force of these regulations. The Home Town once declared by an employee cannot be changed by him during his service unless permitted by the Managing Director.

11. Journeys:

- a) The concession is permissible for journeys within the state and it shall be calculated on the basis of the distance by the shortest route between the place of duty and hometown though the actual journey could be performed by any route with or within halts on the way. It is essential that the journey should cover the home town.

- b) The journey maybe performed by the employee and the family members together or separately.
- c) The concession can be availed of in combination with journeys on transfer when employee and his family members proceed from the place of the old headquarters to the home town and from the home town to the new headquarters .In such cases it is necessary for the employee to take the required leave on relief from the old station. The claim for such journeys shall be from the place of old headquarters to the home town and from the home town to the place of the new headquarters by the shortest route after deducting there from the following distance:
 - i. The distance for which the transfer travel allowance from the old station to the new station is admissible; and
 - ii. 150 Kms.(being the total of initial distance either way) as laid down in Regulation 6.
- d) The return journey in each should be completed within a period of six months from the date of the outward journeys from the headquarters.

12. Regulation of claim: (a) The expenditure on the first 75 Kms. Of the journey either way as laid down in Regulation 6 is not reimbursable.

- (b) For the remaining distance of the journey the claim is to be regulated as follows.
 - i. For the distance connected by train the Railway fares actually paid or the railway fares of the class by which the employee is authorized to travel under the Regulation relating to Travelling Allowance, whichever may be less is permissible. An employee entitled to travel by first class may travel by second class sleeper coach.
 - ii. When the journeys between places connected by train are performed by road in public transport, actual bus fares not exceeding the railway fares by the entitled class are permissible. The road journey may be by ordinary bus or by deluxe service.
 - iii. Journeys between places connected by train maybe performed by a car, the cost of propulsion being met by the employee himself. In such cases, the actual

- expenditure on propulsion limited to the amount of Railway fares by the entitled class is permissible.
- iv. When concessional circular trip tickets issued by the railway are availed off, the claim for the distance covered by train, shall be calculated at the rate charged by the Railway for the entitled class or at the rate charged by the railways of the class, in which the journey is actually performed whichever is less.
 - v. For the distance not connected by train, but connected by recognized public transport, the actual bus fares can be claimed.
 - vi. For the distance not connected by train as well as recognized public transport, one mileage allowance as prescribed in the Travelling Allowance, is permissible for a group not exceeding four persons when the group exceeds four persons, two mileages are permissible.
 - vii. The class by which the employee and his family members are eligible to travel and the rate of mileage admissible depends on the grade to which the employee belongs under the Regulation relating to Travelling Allowance, as at the commencement of the journeys in question the onward and return journeys being considered as separate.
 - viii. Journeys may be performed by air but the claim shall be restricted to the amount otherwise admissible by the normal means of conveyance that is by train, road etc.
 - ix. When a journey is performed by a longer route partly by the eligible class and partly by the lower class, the claim by the entitled class shall be for the corresponding proportion of the shortest route and for the balance of the distance by the shortest route at the lower class rate.
- (c) An employee who claims reimbursement of expenditure under these rules is required to produce vouchers such as cash receipts, bus tickets, etc. in support of his claims.

13. General: a) I) When both husband and wife are employees and when one of them avails the concessions as a family members of the other it is not necessary for him/her to comply with the condition of going on regular leave for a minimum period of 15 days.

When the travel concession is availed of as an employee independently the condition of regular leave for the minimum period shall apply to each of them.

- ii) when both husband and wife are employees the concession for the other family members can be claimed only once in a block period either as a family members of the father or as the family member of the mother.
- b) when the family of an employee is living away from him and the concession is not being availed of by the family in any block period of two years, the employee, on making a declaration to that effect is eligible to avail the travel concession of visiting the home town once in each calendar year instead of once in the block period of three years. An employee having no family is not however eligible to avail the concession once in every calendar year.

14. Advances:

- a) When permission is given to avail the leave travel concession advance may be sanctioned to meet the expenditure on the journeys.
- b) The amount of advance shall be limited to 80% of the estimated cost which is reimbursable to the employee under these regulations for the journeys.
- c) The advance may be granted for both the outward and return journeys, when an employee gives a declaration that the return journey will be performed within 90 days of the outward journey. In cases where advances are drawn for both outward and return journeys and the return journey is not performed within 90 days of the outward journey 50% of the amount of advance should be refunded forthwith to the corporation.
- d) When one family member, or part of the family are to perform the journeys separately the advance for their journeys can be sanctioned separately.
- e) The advance drawn should be refunded in full, if the outward journey is not commenced within 30 days of the drawal of the advance.

(G.O.Rt.NO.2528, Food and Agriculture (Agri.II) Department dated 31st December, 1979)

(Rules Supplement to part II of the A.P.Gazette published by authority No.9 Hyderabad Thursday, February 26, 1981)

**THE ANDHRA PRADESH STATE WAREHOUSING CORPORATION
EMPLOYEES GRATUITY FUND REGULATIONS 1974.**

In exercise of the powers conferred by Section 42 of the Warehousing Corporation Act 1962 (Act 58 of 1962) and with the previous sanction of the Government of Andhra Pradesh, the Andhra Pradesh State Warehousing Corporation hereby makes the following regulations for Gratuity Fund benefits to its employees.

1. Short Title and Commencement

- (a) These regulations may be called the Andhra Pradesh State Warehousing Corporation Employees Gratuity Fund Regulations, 1974.
- (b) These regulations shall be deemed to have come into force on the 1st April 1971.

2. Gratuity Fund

With the approval of the Board of Directors of the Andhra Pradesh State Warehousing Corporation a Fund called the Andhra Pradesh State Warehousing Corporation Employees Gratuity Fund shall be created by the Corporation by contribution on the last day of each financial year, an amount equal to 1/24th of the total substantive pay of each permanent employee of the Corporation.

3. Objects

The object of Fund is to provide Gratuitous Financial Relief to such of the employees of the Corporation who have put in satisfactory, approved continuous service in the Corporation as herein after provided or to the dependent of such employees at their death.

4. **Gratuity Payment**

When an employee of the Corporation who has put in not less than 5 years of approved, satisfactory and continuous service retiring from service either on account of his reaching the age of superannuation or on account of physical or mental incapacity disabling him from further service or on his resignation or if he dies while in service after having put in not less than 5 years approved, satisfactory and continuous services, the Corporation may grant him or his heirs as the case may be an amount of Gratuity equivalent to 15 days Pay of the employee for each completed year of qualified service subject to a maximum of Rs.3.5 Lakhs or any sum enhanced subsequently by the Government of India under Payment of Gratuity Act, 1972 duly obtaining the approval of the Board of Directors, except in the case of death or becoming invalid as stated above, an employee shall not be entitled to the benefit of Gratuity unless he completed 5 years of continuous service. For the purposes of these Rules.

- (a) The Pay includes D.A but excludes all other allowances and persquisites.
- (b) 'Pay' means the monthly Pay last drawn.
- (c) Services means the services commencing from the date on which the employee begins to draw his pay in corporation service and must be continuous and loyal and faithful service in the opinion of the management. Discontinuous services unless condoned by the management will not count for Gratuity, temporary service followed by permanent service without any break will also qualify for the purpose of Gratuity.

- 5. The Andhra Pradesh State Warehousing Corporation shall invest the Fund separately in long term deposits/securities in such manner as will facilitate drawal when required to meet the Gratuity claim. The interest earned shall again be credited to the Gratuity Fund.
- 6. No member of the staff can claim any relief under these regulations as a matter of right. Gratuity shall not be paid to any employee who has been convicted of

criminal offence, or has been dismissed for dishonesty or misconduct in the Corporation. Any amount that may be due to the Corporation by any member of the staff on account of any advance made or loans given or any other account shall be adjusted at the discretion of the Corporation from Gratuity and only the balance, if any, paid.

7. The decision of the Board in all matters relating to administration of the Fund and of any question regarding the eligibility of the employees to receive Gratuity and the amount of Gratuity that may be paid, under these Rules shall be final and conclusive. (Vide G.O.Ms.No.94 (Forest & Rural Development(for II) Dept. dt.19.4.74)

8. These rules apply to those whole time employees of the Corporation who were in service on the date of which these Rules are passed who continue in service and those who will be employed after the same date and continue in service.

No advance shall be allowed as at any given time and no ascertained sum is due to the employees.

(Re.3,4 and 8 amended vide)

(Govt. Letter No.5645/Agri.II/78-15 dt.9-8-1981)

**THE ANDHRA PRADESH STATE WAREHOUSING CORPORATION
EMPLOYEES PROVIDENT FUND REGULATIONS, 1965.
(G.O.Ms.No.2454 Food & Agriculture, 30th September, 1965)**

In exercise of powers conferred by section 42 of the Warehousing Corporations Act, 1962(Act 58 of 1962) and with the previous sanction of the Government of Andhra Pradesh, the Andhra Pradesh State Warehousing Corporation here by makes the following regulations for Provident Fund benefits to its employees.

1. SHORT TITLE:

These regulations may be called the Andhra Pradesh State Warehousing Corporation Employees provident Fund Regulations, 1965.

2. DATE OF COMMENCEMENT:

These regulations shall be deemed to have come into force on the 1st April, 1962.

3. DEFINITIONS:

In these regulations, unless the context otherwise requires:

- a. **'ACT'** means the warehousing corporation's Act, 1962(Act 58 of 1962).
- b. **COMMITTEE'** means the committee appointed for the administration of the Andhra Pradesh State Warehousing Corporation Employees provident Fund.
- c. **CONTINUOUS SERVICE'** means uninterrupted service and includes periods of leave on average of half-average pay, and of service preceeding and following the period of extraordinary leave, but not the period of extraordinary leave.
- d. **CORPORATION'** means the Andhra Pradesh State Warehousing Corporation deemed to be established under section 18 of the Act;
- e. **EMPLOYER'** means the Andhra pradesh state Warehousing Corporation deemed to be established under section 18 of the Act; and herein after referred to as "Corporation".

f. **EMPLOYEE'** means a person in the whole-time service of the corporation but does not include person on deputation or employed on daily wages or on a consolidated pay;

g. **EXECUTIVE COMMITTEE'** means the Executive committee of the Andhra pradesh state warehousing corporation;

h. **FAMILY** means:-----

(a) 'Family' means any of the following persons who are wholly dependent on the employee, namely, the employee's wife, legitimate children, step-children; parents, sisters and minor brothers.

Provided that if a member proves that his wife has ceased, under the personal Law Governing him or the customary Law of the community to which the spouses belong, to be entitled to maintenance, she shall no longer be deemed to be a part of the Member's family in matters to which this scheme relates, unless the member subsequently intimates by express notice in writing to the Board of Trustees that she shall continue to be so regarded; and

(a) In the case of a female member, the husband and children of the member, the dependent parents of the member or of the husband, and the widow and children of deceased son of the member, provided that if a member by notice in writing to the Board of Trustees expresses her desire to exclude her husband from the family, the husband and his dependent parents shall no longer be deemed to be a part of the member's family for the purpose of this scheme, unless the member subsequently cancels in writing any such notice.

EXPLANATION:

In either of the above two cases, if the child or the grand child of a member has been adopted by another person and if under the personal law of the adopter, adoption is legally recognized, such child shall be considered as excluded from the family of the member.

- i. **FUND** means the Andhra Pradesh State Warehousing Corporation Employees provident Fund.
- j. **MANAGING DIRECTOR** means the Managing Director of the Corporation.
- k. **SALARY** includes dearness allowance, if the terms of employment so provide, but excludes all other allowances and perquisites.
- l. **SECRETARY** means the secretary of the corporation.
- m. **YEAR** means the financial year of the corporation.
- n. **CONTRIBUTION** means any sum credited by or on behalf of any employee out of his salary, or by an employer out of his own moneys, to the individual account of an employee, but does not include any sum credited as interest;
- o. **BALANCE TO THE CREDIT OF AN EMPLOYEE** means the total amount to the credit of his individual account in a provident fund at any time.
- p. **ANNUAL ACCRETION** in relation to the balance to the credit of an employee means the increase to such balance in any year, arising from contributions and interest:
- q. **ACCUMULATED BALANCE DUE TO AN EMPLOYEE** means the balance to his credit, or such portion thereof as may be claimable by him under the regulations of the fund, on the date he ceases to be an employee of the employer maintaining the fund;

4. CONSTITUTION:

A Fund shall be created by name “The Andhra Pradesh State Warehousing Corporation Employees’ Provident Fund”.

The fund shall consist of contributions made to it by employees and contributions made to it by the corporation as hereinafter mentioned and of accumulations thereof, of securities and investments purchased there with and of interest received in respect thereof and of any capital gains arising from the transfer of capital assets of the fund.

5.OBJECT OF THE FUND:

The object of the fund is to provide every employee on the termination of his service with the corporation, with a sum of money the amount of which will be ascertained according to these regulations.

6) ADMINISTRATION OF THE FUND:

- i. The fund shall be held by the trustees and shall be administered by the Trustees by constituting themselves into a Board of Trustees comprising of the Managing Director, a Director nominated by the Executive committee from time to time and the secretary together with one employee of the corporation to be nominated by the Managing Director.
- ii. All moneys belonging to the Fund shall be invested in securities of the nature specified in clause (a),(b),(c),(d) or (e) of section 20 of the Indian Trusts Act, 1882 (2 of 1882) or in a post office savings Bank Account in India.

7) MEETINGS OF THE COMMITTEE:

At every meeting of the committee, the Managing Director or in his absence the other Director shall preside. The presence of atleast three members shall be necessary to form a quorum for the transaction of business. Each member shall have one vote and in case of equality of votes, the presiding officer shall have a casting vote.

8. : SUBSCRIPTION TO THE FUND

Every employee of the Corporation shall subscribe to the Fund:

- i. An employee, appointed on time-scale/regular basis, shall subscribe to the provident Fund from the date of his joining the service.

Provided that nothing in this sub-regulation shall apply to an employee employed on contract unless the terms of his contract otherwise provide,

- ii. An employee excluded by clause (i) and any other person in receipt of other than casual remuneration from the corporation may subscribe to the fund if so permitted by the committee.

9. AGREEMENT TO BE EXECUTED BY SUBSCRIBER;

Every employee on becoming a subscriber to the fund shall execute an agreement in the form set out in Appendix-I

10. (a) The subscriber shall subscribe to the fund at 10% with effect from 01-06-1989 and at 12% with effect from 22-09-1997 of his/her monthly salary. All the calculations for the purpose of arriving at the subscribers and the corporation contributions to the fund shall be made to the nearest rupee. Such subscription shall be deducted by the corporation from the salary payable to the subscriber every month. When a subscriber proceeds on leave his subscription shall be calculated on the basis of his leave salary, but no subscription shall be recovered when a subscriber is absent on leave without pay. However, any such subscriber shall be at liberty to subscribe on the full amount of his salary provided notice in writing of his desire to do so is given by him not less than 14 days in advance of the first payment of his leave salary to the disbursing officer.

- a) A Subscriber may contribute to the fund more than 8-1/3% of his monthly salary but in no case more than twice the amount prescribed in clause(a) of this regulation.
- b) The rate once fixed; shall remain unaltered throughout the year.

11. CORPORATIONS CONTRIBUTIONS:

The corporation shall contribute to the fund every month 10% with effect from 01-06-1989 and 12% with effect from 22-09-1997 of the salary of each subscriber as employer's contribution to the fund provided that no such contribution shall be made by the Corporation in respect of subscriber who has been permitted to subscribe under clause (II) of regulation 8.

12. INTEREST:

The trustees shall, on the 31st day of March every year or as soon thereafter as is possible.

- i. Determine and notify with the approval of the Chairman of the Corporation the rate at which interest shall be allowed during the year on all depositors standing to the credit of every subscriber to the fund;
- ii. Prepare an account of the total interest accrued and received investment of the Fund during the year.
- iii. Credit the amount of interest due to every subscriber based on the balance monthly products of each subscriber's account during the preceding year. The interest allowed shall not be less than 3 1/2 % pay; and
- iv. If the amount earned as interest in any year is not sufficient to credit interest at the rates fixed by the trustees, the deficiency shall be made good by the corporation.

13. ACCOUNTS AND AUDIT OF THE FUND:

- i) The accounts of the Fund shall be maintained by the committee at the Corporation's Head Office and shall be made upto the 31st March of each year. An account shall be maintained for each subscriber of the Fund showing separately.
 - a) The amount of this is own subscription with the amount of interest thereon and
 - b) The amount of contribution of the Corporation with the amount of interest thereon.
 The crediting to the subscriber's account, the Corporation's contribution and interest thereon shall not confer on any subscriber any right in respect thereof except such as is expressly provide by these Regulations. The trustees shall get the accounts of the Fund prepared and audited annually and a copy of such audited statement of accounts shall be furnished to the Corporation and shall be made available to the subscriber. The committee shall prepare and submit to the Corporation not later than the 30th September in every year a statement of account of the Fund as on the 31st March of the preceding year duly audited and certified by the auditors. A copy of the such statement shall be made available to the subscribers.
- ii) The accounts of the Fund shall be audited every year by the same authority which audits the accounts of the Corporation.
- iii) An account of each member will be maintained in the prescribed Form No.41 of the Income Tax Rules.

iv) The trustees shall furnish to the Income Tax Officer specified in sub-rule(2) of Rule 32 of the Income tax Rules an abstract for the financial year or other applicable accounting period of the individual account of each employee participating in the provident fund in respect of whom a Return is required to be furnished under Sub-Rule(4) of Rule 35 of the Income Tax Rules, not later than the 15th day of June in each year or any other subsequent date fixed by the Income Tax Officer. It shall be in the form prescribed in Sub-Rule 13(iii) of this Rule, and shall show only the totals of the various columns thereof for the Financial year or other Accounting period. It shall also give an account of any temporary withdrawals by the employee during the year and of the repayment thereof. The trustees shall also furnish in respect of the other employees participating in a provident fund who were allowed withdrawals under rule 15 to 17 who came within the purview of Sub Rule(1) of Rule 75 of the Income Tax Rules.

14. STATEMENT OF ACCOUNT:

After the statement of accounts of the Fund are audited and furnished to the Corporation, the trustee shall send to each subscriber a statement of his account. If any objection is made within one month from the date of posting, such a statement shall be deemed to have been accepted as correct by subscriber concerned.

Investment: The Trustees may from time to time invest any money forming part of the fund in such securities of the nature as per the pattern notified by the central Board of Direct Taxes under the Income Tax Act, 1961, of the Government of India, in exercise of the powers conferred by clause (a) of sub-section (3) of section 17 of the employees Provident Fund and Family Pension Fund Act, 1952, if and when applicable.

15. CIRCUMSTANCES IN WHICH WITHDRAWALS MAY BE PERMITTED:

1. Withdrawals by employees may be allowed by the trustees of the provident fund in the following circumstances:-

a) To pay expenses incurred in connection with the illness of the employee or a member of his family:

- i. Meeting the cost of higher education, including where necessary the traveling expenses of any child of the employee actually dependent on him in the following cases, namely:-
- ii. Education outside India for academic, technical professional or vocational courses beyond the Matriculation stage, and
- iii. Any medical, engineering or other technical or specialized course in India beyond the Matriculation stage, provided that the course of study is for not less than three years.

b) To pay for the cost of a passage to a place out of India of an employee or any member of his family.

c) To pay expenses in connection with marriages, funerals or ceremonies, which by the religion of the employee it is incumbent upon him to perform.

d) to meet the expenditure on building, a house or purchasing a site (or a house) or a house and a site and, in the case of an employee whose pay does not exceed rupees two thousand and five hundred per month also on additions, substantial alterations or improvements necessary to a house;

Provided that the employee furnishes an undertaking to the trustees not to encumber or alienate such house or site (or such house and site) or house and site, as the case may be;

Provided further that in the case of an employee whose pay does not exceed rupees two thousand and five hundred per month, such house or site or such house and site shall not be deemed to be an encumbered property merely because such house or site or such house and site is:

- i) mortgaged, solely for having obtained funds for the purchase of the said house or site or the said house and site or for the building of such house to any of the following agencies, namely, (a) the Central Government; (b) a State Government; (c) a Co-operative Society, being a society registered or deemed to be registered under the Co-operative Societies Act, 1912 or under any other law for the time being in force in any State relating to Co-operative Societies; (d) an institution; (e) a trust; (f) a local body; or (g) a Housing Finance Corporation; or

ii) held in the name of any of the aforesaid agencies and the employee is precluded from transferring or otherwise disposing of that house or site or that house and site without the prior approval of such agency;

Explanation: for the purposes of this clause, 'pay' shall have the meaning assigned to it in the Explanation to Sub-Rules (2A) and (2B) of Rule 69 of the Income Tax Rules.

e) to pay premia on policies of insurance on the life of the employees or of his wife provided that the policy is assigned to the trustees of the Fund or at their discretion deposited with them and that the receipts granted by the insurance company for the premia are from time to time handed over to the trustees for inspection by the Income-Tax Officer;

f) to meet the cost of legal proceedings instituted by the employees for vindicating his position in regard to any allegations made against him in respect of any act done or proposing to be done by him in the discharge of his official duty or to meet the cost of his defence when he is prosecuted by the employer in any court of law in respect of any official misconduct on his part;

g) to meet the expenses of the damage caused to the movable or immovable property of the employees as a direct result of flood, cyclone, earthquake or other convulsion of nature.

h) in the case of an employee whose pay does not exceed rupees two thousand and five hundred per month;

i) to meet his household expenses if a factory or other establishment, wherein he is working, is locked up or closed down for more than fifteen days for reasons other than a strike rendering him unemployed without any compensation or if he is not in receipt of wages for a continuous period of two months or more;

ii) to meet his household expenses if the factory or other establishment wherein he is working, suffers cut in supply of electricity resulting in a loss of one-fourth or more of the total wages of the employee;

iii) to meet the cost of purchasing an equipment required by a physically handicapped employee which will minimise his hardship on account of the handicap.

Explanation: for the purposes of this clause, 'pay' shall have the meaning assigned to it in the explanation to sub-rules (2A) and (2B) of rule 69.

Provided that the advance under this clause shall not be admissible to an employee who institutes legal proceedings in any court of law either in respect of any after un-connected with his official duty or against the employee in respect of any condition of service or penalty imposed on him.

2. For the purposes of sub-rule (1) "family" means any of the following persons who are wholly dependent on the employee, namely:- the employee's wife, legitimate children, step-children, parents, sisters and minor brothers.

16.CONDITIONS FOR WITHDRAWALS FOR VARIOUS PURPOSES:

1. The withdrawal in connection with expenses on illness and marriages as specified in clause (a) and clause (c) of sub-rule (1) of rule 15 by an employee whose pay exceeds Rs. 5,000/- shall not exceed six months pay or the total of the accumulation of exempted contributions and exempted interest lying to the credit of the employee, whichever is less.

(1A) the withdrawal for the purposes specified in clause (a) and clause (c) of rule 15 (1), by an employee, whose pay does not exceed rupees five thousand per month, shall be subject to the following conditions, namely:-

a) the amount of withdrawal shall not exceed one half of the employee's contributions to the fund with interest thereon;

b) the employee shall have completed seven years of service;

c) the amount of the employee's contributions to the fund with interest thereon is not less than rupees one thousand.

2. The withdrawal for the purpose specified in clause (d) of sub-rule(1) of rule 15 shall be subject to the following conditions:

i) the amount of withdrawal shall not exceed - one-half of the amount standing to the employee's credit or the actual cost of the house and/or of the site whichever is less;

- ii) the employee shall have completed **ten** years of service or is due to retire within the next ten years;
- iii) the construction of the house should be commenced within six months of the withdrawal and should be completed within one year from the date of the commencement of the constructions;
- iv) if the withdrawal is made for the purchase of a house and/or a site for a house, the purchase should be made within six months of the withdrawal;
- v) If the withdrawal is made for the repayment of loan previously raised for the purpose of construction of purchase of a house, the repayment of the loss should be made within three months of the withdrawal;
- vi) where the withdrawal is for the construction of a house, it shall be permitted in two or more equal installments (not exceeding four), a later installment being permitted only after verification by the trustees about the actual utilization of the earlier withdrawal;
- vii) the withdrawal shall be permitted only if the house and/or site is free from encumbrances and no withdrawal shall be permitted for purchasing a share in a joint property or building or house or land whose ownership is divided;
- viii) if the amount withdrawn exceeds the actual cost of the purchase or construction of the house and/or site, or if the amount is not utilised for the purpose for which it is withdrawn, the excess or the whole amount, as the case may be, shall be refunded to the trustees forthwith in one lump sum together with interest from the month of such withdrawal at the rate prescribed in sub-rule (4) of rule 71. The amount refunded shall be credited to the employee's account in the Provident Fund.

2(A) the withdrawal for the purpose specified in clause (d) of sub-rule (1) of rule 15, by any employee whose pay does not exceed rupees two thousand and five hundred per month, shall be subject to the following conditions, namely:-

- i) the amount of withdrawal shall not exceed -
 - (a) the employee's basic wages and dearness allowance for thirty six months; or
 - (b) the actual cost of building the house or of purchasing the house or the site or the house and the site; or

(c) the employee's contribution to the fund together with the specified percentage of the employer's contributions to that fund with interest thereon; whichever is less.

Explanation: for the purposes of sub-clause (c), "specified percentage" means-

- 1) 75 percent of the employee's contribution forming part of the accumulation as on the date of the authorisation of payment, of the period of membership of the employee in the fund is five years or more, but less than ten years;
 - 2) 85 Percent of such contribution, If the period of membership of the employee in the fund is 10 Years or more, but less than 15 years, And
 - 3) 100 percent of such contribution, if the period of membership of the employee in the fund is 15 years or more;
- ii) The employees shall have completed five years of service or is due to retire within the next ten years
 - iii) the withdrawal shall be permitted only if the house and/or site is free from encumbrances;
 - iv) no withdrawal shall be permitted for purchasing a share in a joint property or a building or a house or land whose ownership is divided except where a site is owned jointly with the spouse;
 - v) where the withdrawal is for construction of a house, the payment of the withdrawal may be sanctioned in such number of instalments (not exceeding four) as the trustees of the fund think fit;
 - vi) where the withdrawal is for the construction of a house, the construction of the house should be commenced within six months of the withdrawal and should be completed within twelve months of the withdrawal of final instalment;
 - vii) if the withdrawal is made for the purchase of a house and/or a site for a house, the purchase should be made within six months of the withdrawal;
 - viii) if the amount withdrawn exceeds the actual cost of the purchase or construction of the house and/or site or if the amount is not utilised for the purpose for which it is withdrawn, the excess or the whole amount, as the case may be, shall be refunded to the trustees forthwith in one lump sum together with interest from the month of such

withdrawal at the rate prescribed in sub-rule (4) of rule 18 and the amount so refunded shall be credited to the employee's account in the fund.

(2B) a withdrawal for additions, substantial alterations or improvements necessary to the house owned by the employee or jointly owned by the employee and the spouse may be granted once and in one instalment only to an employee whose pay does not exceed rupees two thousand and five hundred per month upto twelve months' basic wages and dearness allowance or the employee's own share of contribution with interest thereon or the amount standing to his credit in the fund, whichever is less;

provided that the said withdrawal shall be admissible only after a period of five years from the date of purchase or completion of the house;

provided further that where the amount withdrawn is not utilised in whole or in part for the purpose for which it was withdrawn, the excess or the whole amount, as the case may be, shall be refunded to the trustees forthwith in one lump sum together with interest from the month of such withdrawal at the rate prescribed in sub-rule (4) of rule 18 and the amount so refunded shall be credited to the employee's account in the fund.

Explanation: for the purposes of sub-rules (2A) and (2B) "pay", includes basic wages with dearness allowance, retaining allowance (if any), and cash value of food concession admissible thereon, to which the employee is entitled at the time when the withdrawal is granted or, in the case of an employee referred to sub-rule (2) of rule 5 of part a of the fourth schedule, the pay (including increments, if any) which he would have received had he not entered the armed forces of the union or being taken into or employed in the national service.

3. The withdrawal for the purpose specified in clause (f) of sub-rule (1) of rule 15 shall not exceed three months pay or Rs.500/- whichever is greater, but shall in no case exceed half the amount to the credit of the employee.

4. The withdrawal for any other purpose referred to in sub-rule (1) of rule 15 shall not exceed three months pay or the total of the accumulation of exempted contributions and

exempted interest lying to the credit of the employee, whichever is less, except for certain sub rules under rule 15, for which amendments were affected.

(4A):- withdrawals by employees for higher education as specified in sub-clause (i), (ii) and (iii) of clause (a) of sub-rule (1) of rule 15, whose pay exceeds Rs.5,000/- per month shall not exceed 6 months pay or the total of the accumulations and exempted interest lying to the credit of the employee which ever is less.

16(4B)- In case of employees whose pay does not exceed Rs.5,000/- per month shall be subject to the following conditions;

(a) the amount of withdrawal shall not exceed one-half of the employee's contributions to the fund with interest thereon.

(b) the employee shall have completed seven years of service.

(c) the amount of the employee's contributions to the fund with interest thereon is not less than rupees one thousand.

5. For the purpose of this rule, "pay" means the pay to which the employee is entitled at the time when the withdrawal is granted or, in the case of an employee referred to in sub-rule (2) of rule 5 of Part A of the Fourth Schedule, the pay (including increments, if any) which he would have received had he not entered the armed forces of the Union or been taken into or employed in the national service.

17. SECOND WITHDRAWAL:

1) Same as in sub-rule (2), a second withdrawal shall not be permitted until the sum first withdrawn has been fully repaid.

2) A withdrawal may be permitted for the purposes specified in clause (e) of sub-rule (1) of rule 15 not withstanding that the sum withdrawn for any other purposes has not been repaid.

2(B) for any other purpose specified in sub-rule (1) of rule 15 notwithstanding that any sum withdrawn earlier for any purpose specified in clause (d) or clause (e) of the said sub-rule (1) has not been repaid.

(3) A withdrawal, referred to in clause (a) of sub-rule(2), of an amount equal to the difference between the amount of withdrawal admissible under sub-rule (2A) of rule 16 as on the date of application and the and the amount actually withdrawn by the employee for the purpose specified in clause (d) of sub-rule (1) of rule 15, any time during six years preceding the 3rd day of October, 1981, may be permitted to the employee, whose pay does not exceed rupees two thousand and five hundred per month, subject to the following conditions, namely:-

- i) the employee had availed of the first withdrawal for purchase of a site and now proposes to construct a house on the site so purchased; or
- ii) the employee had availed of the first withdrawal for making initial payment towards allotment or purchase of a house from any of the agencies referred to in the second proviso to clause (d) of sub (1) of rule 15 and now proposes to withdraw the amount for completing the transaction and for acquiring ownership of the house so purchased; or
- iii) the employee had availed of the first withdrawal for construction of a house but the said construction could not be completed due to shortage of funds.

18. REPAYMENT OF AMOUNTS WITHDRAWN:

1. Subject to the provision of clause (viii) of sub-rule (2) of rule 16 where a withdrawal is allowed for a purpose specified in clause (d) or clause (e) of sub-rule (1) of rule 15, the amount withdrawn need not be repaid.

2. Where a withdrawal is allowed in connection with marriages as specified in clause (c) of sub-rule (1) of rule 15, the amount withdrawn shall be repaid in not more than forty eight equal monthly instalments.

3. Where a withdrawal is allowed for any other purpose, the amount withdrawn shall be repaid in not more than twenty four equal monthly instalments.

4. In respect of withdrawals referred to in sub-rules (2) and (3) and of the amount referred to in clause (viii) of sub-rule (2) of rule 16, interest shall be paid in accordance with the following table.

1.	TABLE	2.
Where the amount is repaid in not More than 12 monthly instalments.		One additional instalment of 4% on the amount withdrawn.
Where the amount is repaid in more than 12 but not more than 24 monthly instalments.		Two additional instalments of 4% on the amount withdrawn.
Where the amount is repaid in more than 24 monthly instalments but not more than 36 monthly instalments.		Three additional instalments of 4% on the amount withdrawn.
Where the amount is repaid in more than 36 Monthly Instalments but not more than 48 Monthly Installments.		Four additional instalments of 4% on the amount withdrawn.
Where the amount is refunded under clause (viii) of sub rule (2) of rule 16.		4% of the amount which is refundable.

Provided that at the discretion of the trustees of the Fund, interest may be recovered on the amount aforesaid of the balance thereof outstanding from time to time at 1 percent above the rate which is payable for the time being on the balance in the Fund at the credit of the employees.

5. The employer shall deduct the instalments aforesaid from the employees salary, and pay them to the trustees of the Fund. These deductions shall commence from the second monthly payment of salary made after the withdrawal or, in the case of an employee on leave without pay from the second monthly payment of salary made after his return to duty.

In case of default of repayment of instalments due under sub-rule (2) or sub-rule (3) or sub-rule (4) of rule 71 or where the amount withdrawn is not utilised for the purpose for which it is withdrawn, the Commissioner may at his discretion order that the amount of the withdrawal or the amount outstanding shall be added to the total income of the employee for the year in which the default occurs or the withdrawn amount is finally held not to have been utilised for the purpose for which it is withdrawn and the Income-Tax Officer shall assess the employee accordingly.

19. The withdrawals and the interest recovered shall be in round sums to the nearest rupee.

20. **PAYMENT** of amount standing to the credit of subscribers;

The sum standing to the credit of subscriber shall become payable on the happening of the event, namely, termination of his service, or in his death, whichever is earlier, provided that there may, if the Executive Committee so directs, be deductions there from and paid to the "Corporation".

a) **DELETED**

b) where the subscriber has been dismissed from his employment on account of his misconduct or gross negligence, or voluntarily leaves his employment otherwise than on account of ill-health or other unavoidable causes before the expiration of the term of service or within five years of the commencement of his permanent service, as the case may be, the whole or any part of the amount of employer's contributions together with interest credited in respect thereof.

EXPLANATION: The account shall be closed on the day the said event takes place.

20(2) "Withdrawals upto 90% percent of the amount standing to the credit of employee in his provident fund is allowed within 12 months before retirement on Superannuation, subject to clauses (a) and (b)".

21.NOMINATIONS:

1) Every subscriber shall, as soon as may be, after joining the Fund, send to Corporation a nomination conferring in the event of his death of one or more persons the right to receive the amount that may stand to his credit in the Fund;

Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

2. If a subscriber nominates more than one person under clause (1) he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time;

3. Every nomination shall be made in one of the appropriate forms set out in Appendix II to these Regulations.

4. A subscriber may, at any time, cancel a nomination by sending a notice in writing to the Employer.

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this Regulation.

5) A subscriber may provide in a nomination.

a) In respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination;

b) That the nomination shall become invalid in the event of the happening of a contingency specified therein;

Provided that if at the time of making the nomination the subscriber has no family the nomination shall become invalid in the event of his subsequently acquiring a family.

6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-clause (a) of clause (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of sub-clause

(b) of clause (5) or the provision thereto, the subscriber shall send to the Corporation a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of this regulation.

7) Every nomination made and every notice of cancellation given by a subscriber shall, to the extent it is valid, take effect, on the date on which it is received by the Corporation.

22. PAYMENT ON DEATH OF A SUBSCRIBER:

On the death of the subscriber;

1) When the subscriber leaves behind a family:

a) if a nomination made by the subscriber in accordance with these regulations in favour of a member or members of his family subsists, the amount standing to his credit in the Fund of or the part thereof to which the nomination relates, shall become payable to the nominee or nominees in the proportion specified in the nomination'

b) if no such nomination subsists or if such nomination relates only to a part of the amount standing to his credit in the fund the whole amount of the part thereof to which the nomination does not relate, as the case may be shall become payable to members of his family in equal shares;

Provided that no share shall be payable to;

- i) Sons who have attained legal majority;
- ii) Sons of a deceased son who have attained legal majority;
- iii) Married daughters whose husbands are alive;
- iv) Married daughters of a deceased son whose husbands are alive; and if there is any member of the family other than those specified in sub-clauses (i), (ii), (iii) and (iv).

Provided further that widow or widows or a child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the member and had not attained the age of legal majority at the time of the member's death.

EXPLANATION:

For the purpose of this clause, a member's posthumous child, if born alive, shall be treated in the same way as a surviving child born before the member's death.

2. When the subscriber leaves no family, if a nomination made by him in accordance with these regulations in favour of any persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

3. In any case to which the provisions of clauses (1) and (2) do not apply that amount shall be payable to the persons legally entitled to it.

23. RESIDUARY POWERS:

For matters not provided in these regulations the committee may exercise such powers as may be necessary for the administration of the Fund.

24. EXPENSES OF THE FUND:

All the expenses relating to the administration of the fund including the pay and allowance of the staff appointed for the purpose of administering the fund shall be borne by the Corporation and shall not be charged to the Fund.

25. WINDING UP OF THE FUND:

The fund may be wind up if the Corporation is placed in the liquidation under the orders of the State Government. In this case, the accumulated amount in the fund shall be distributed amongst the subscribers in accordance with the amounts payable in their accounts.

NOTE:

In the above Rules wherever the Corporation appears it shall be read as “Employer” except in Rule 6(1)

FORM OF NOMINATION

(WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES TO NOMINATE MORE THAN ONE PERSON)

To
The Trustees
Andhra Pradesh State Warehousing Corporation,
Employees' Provident Fund.

Gentlemen,

I, have no family as defined in Regulation 21 of the Andhra Pradesh State Warehousing Corporation Employees' Provident Fund Regulations, 1965 hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names;

Name & Address of Nominees	Relationship with the Subscriber	*Amount or Share of accumulation to be paid to each	**Contingencies on the happening of which the nomination shall become invalid	Name, Address & relationship of the person if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
1	2	3	4	5

Dated this _____ day of _____ 200

At _____

Two witnesses to signature:

1. NAME _____

SIGNATURE OF SUBSCRIBER

ADDRESS _____

SUBSCRIBER'S SIGNATURE VERIFIED

BY ME

2. NAME: _____

IMMEDIATE SUPERIOR AUTHORITY

ADDRESS: _____

NOTE: (*) This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

(**) Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquitting a family.

FORM OF NOMINATION**(WHEN THE SUBSCRIBER HAS NO FAMILY AND WISHES TO NOMINATE ONE PERSON)**

To
The Trustees
Andhra Pradesh State Warehousing Corporation,
Employees' Provident Fund.

Gentlemen,

I, have no family as defined in Regulation 21 of the Andhra Pradesh State Warehousing Corporation Employees' Provident Fund Regulations, 1965 hereby nominates the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid.

Name & Address of Nominee	Relationship with the Subscriber	Age	*Contingencies on the happening of which the nomination shall become invalid	Name, Address & relationship of the person if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
1	2	3	4	5

Dated this _____ day of _____ 200

At _____

Two witnesses to signature:

1. NAME _____ SIGNATURE OF SUBSCRIBER

ADDRESS _____ SUBSCRIBER'S SIGNATURE VERIFIED
BY ME

2. NAME: _____ IMMEDIATE SUPERIOR AUTHORITY

ADDRESS: _____

NOTE: (*) Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM OF NOMINATION**(II WHEN THE SUBSCRIBERS HAS A FAMILY AND WISHES TO NOMINATE MORE THAN ONE MEMBER THEREOF)**

To
The Trustees
Andhra Pradesh State Warehousing Corporation,
Employees' Provident Fund.

Gentlemen,

I, hereby nominate the persons mentioned below, who are members of my family as defined in Regulation 21 of the Andhra Pradesh State Warehousing Corporation Employees' Provident Fund Regulations, 1965 to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names;

Name & Address of Nominees	Relationship with the Subscriber	Age	Amount or share of accumulation to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
1	2	3	4	5	6

Dated this _____ day of _____ 200

At _____

Two witnesses to signature:

1. NAME _____

SIGNATURE OF SUBSCRIBER

ADDRESS _____

SUBSCRIBER'S SIGNATURE VERIFIED
BY ME

2. NAME: _____

ADDRESS: _____

IMMEDIATE SUPERIOR AUTHORITY

(*) This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the fund at any time.

FORM OF NOMINATION

(WHEN THE SUBSCRIBER HAS A FAMILY AND WISHES TO NOMINATE
ONE MEMBER THEREOF)

To
The Committee of the
Andhra Pradesh State Warehousing Corporation,
Employees' Provident Fund.

Gentlemen,

I, hereby nominate the person mentioned below, who is a member of my family as defined in Regulation 21 of the Andhra Pradesh State Warehousing Corporation Employees' Provident Fund Regulations, 1965 to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid,

Name & Address of Nominee	Relationship with the Subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
1	2	3	4	5

Dated this _____ day of _____ 200

At _____

Two witnesses to signature:

1. NAME _____

SIGNATURE OF SUBSCRIBER

ADDRESS _____

SUBSCRIBER'S SIGNATURE VERIFIED
BY ME

2. NAME: _____

ADDRESS: _____

IMMEDIATE SUPERIOR AUTHORITY

FORM OF AGREEMENT**PLACE :****DATED :**

**To
The Trustees
Andhra Pradesh State Warehousing Corporation,
Employees' Provident Fund,**

Gentlemen,

I hereby declare that I have read and understood the Andhra Pradesh Warehousing Corporation Employee's Provident Fund Regulations, 1965 and I hereby subscribe and agree to be Bound by the said regulations.

NAME (IN FULL) :**DATE OF BIRTH:****NATURE OF APPOINTMENT:****SALARY PER MONTH:**

I am,

Yours faithfully,

Signature of the Subscriber:

Employee Code No.

WITNESS:

Signature

Designation :

Address