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TUDA Staff Recruitment  
and  
Service Regulations 1985

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# HYDERABAD URBAN DEVELOPMENT AUTHORITY

## Recruitment and Service Regulations, 1979

S. No. 964, Housing, Municipal Administration &  
Development (M. A.). 3rd October, 1979 Published at  
43-365 issue no. 13 of Part I, A. P. Gazette  
1980.

Exercise of the powers conferred by sub-section (1) of  
Section 10 of the Andhra Pradesh Urban Areas (Development)  
Act, 1975 (Act 1 of 1975) the Hyderabad Urban Development  
Authority, with the previous approval of the Government hereby  
enacts the following Regulations namely:

### PART-I

Short Title and Application :

These regulations may be called the Hyderabad Urban  
Development Authority Staff (Recruitment and Service) Regula-

tions and they shall be deemed to have come into force on the  
1st day of October, 1975.

Except as otherwise provided by or under these  
regulations they shall apply to all persons appointed to any  
post in the Hyderabad Urban Development Authority.

(iv) These regulations shall not apply to an employee whose service is obtained on a contract basis or who is lent by a Government or Local Body or Public Sector undertaking or any other organisation or Institution for a period.

## 2. Definitions :

In these regulations unless there is anything repugnant to the subject or context :

(i) 'Authority' means the Hyderabad Urban Development Authority and in relation to any powers exercisable includes any committee constituted by the Hyderabad Development Authority.

(ii) 'Appointing Authority' means the authority in these regulations to make appointments to posts in the Hyderabad Urban Development Authority in accordance with the mode of recruitment specified in Annexure-I Regulations :

(iii) 'age' in Annexure-I means age as on first July year in which recruitment is made :

(iv) 'approved candidate' means a candidate who appears in the list of candidates approved for appointment to a post under the Authority :

(v) 'Competent Authority' means a committee or person authorised by the Authority in that behalf :

(vi) 'duty' includes .

(a) actual duty period rendered as a probationer

(b) period during which an employee is on job which shall not include the period availed of by a person taking up his appointment for the first time after his

(c) period spent on casual leave, holidays duly earned, or any absence under special circumstances with the sanction of the competent authority :

[vii] 'employee' means any person employed by the Authority but does not include a person employed on daily wage, or on contract basis or on part-time basis or on casual basis or on deputation basis :

[viii] 'equivalent qualification' or 'equivalent examination' means a qualification or examination declared by the Government to be equivalent to the qualification or the examinations prescribed in respect of posts under the Government.

[ix] 'Government' means the State Government of Andhra Pradesh :

[x] 'joining time' means the time allowed to an employee which he joins a new post or to travel to or from a station which he is posted :

(xi) 'month' means a calendar month. In calculating a period expressed in items of month 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

(xii) Secretary, Chief planning Officer, Chief Engineer and Chief Accounts Officer in relation to any powers exercisable by them, include an officer authorised to exercise the powers of the Secretary, Chief planning Officer, Chief Engineer and Chief Accounts Officer as the case may be :

[xiii] Vice-Chairman in relation to any powers exercisable by him includes any officer who is authorised to exercise the powers and functions of the Vice-Chairman during the temporary absence of the Vice-Chairman.

4. General Conditions of Service;

There shall be a Hyderabad Urban Development Authority Vice-Consisting of the categories specified in column [2] of Annexure-I.

5. Categories of posts:

The Categories of posts shall be classified as follows;

Category I.-posts carrying the scale of pay of RS. 1,300-500-60-1,800 and above.

Category II.-posts carrying the scales of pay of Rs. 750-1.450.

Category III.-posts in a scale of pay with a minimum of not less than Rs 310/-and not more than Rs. 749/ - p.m.

Category IV. -All other posts not included in categories I to III

The Authority shall fix from time to time the number of posts in all categories, the qualifications thereof and the pay scales of the staff subject to approval of the Government.

#### 5. Recruitment;

##### (A) Methods of Recruitment etc.-

(i) Appointment to any post in the Authority may be made by direct recruitment, or by promotion or by deputation from State or Central Government or from other Agencies or on contract basis.

##### NOTE.

The provisions of the Andhra pradesh public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 1975 as amended from time to time shall be followed in respect of posts to which they are made applicable.

(ii) The method of recruitment to posts specified in column [2] of Annexure-I shall be as shown in corresponding entry in column [3] thereof and the qualifications prescribed for each such post shall be as shown in the corresponding entries in column [4] for purposes of promotion and column [5] for purposes of appointment by direct recruitment.

##### [B] Selection Committees :-

[i] Selection Committees shall be constituted by the Authority in respect of posts included in categories I and II with the Vice Chairman as Chairman of such committees.

[ii] The Selection Committee shall consist of not less than 3 and not more than 5 members and shall include the Vice-Chairman an Government representative not less than the cadre of the Deputy Secretary. The Committee may Co-opt not more than two experts.

[iii] It shall interview the candidates and/or hold a written test for the candidates who have applied for the posts in

categories I and II in such manner as it deems fit and shall recommend the candidates for appointment in order of merit.

[iv] It may also recommend a panel of names of candidates by promotion being kept on waiting list for consideration in future vacancies and such list shall be valid for such period not exceeding one year from the date of approval.

[v] It may also recommend higher start in the scale of pay of the post concerned in deserving cases.

[vi] In respect of other posts in categories III and IV, the Vice-Chairman may select or make arrangements for selection of persons for those posts by interview and/or written test.

[vii] Other things being equal, preference may be given to a candidate who is conversant with the local language.

(C) Power to Appoint :

(1) The authority competent to make appointment to a post specified in column (1) of the Table below shall be the authority specified in the corresponding entry in column (2) thereof and the authority competent to relax regulations shall be the authority specified in the corresponding entry in column (3) thereof :

THE TABLE

Posts.	Appointing Authority.	Authority competent to relax the age limit, qualifications, sanction of higher start of pay etc.
(1)	(2)	(3)
1. All posts in Categories I, II & III.	Vice-Chairman.	Authority.
2. All posts in Categories IV.	Secretary.	Vice Chairman

(ii) No person shall be appointed to any post—

(a) unless he has been certified by a Medical practitioner approved by the Authority to be of sound health, possesses active habits and he is free from any bodily defect or infirmity, making him unsuitable for the post :

(b) If he has been previously dismissed, removed or compulsorily retired from the service of the Authority or from a Department of a State or the Central Government or from any Public Sector undertakings or any local body or convicted for offences involving moral turpitude.

(c) if his character and antecedents are such as not to qualify him for such service or

(d) if he is less than 18 years of age.

(iii) Reservations:

Except in so far as it relates to physically handicapped persons Rule 22 of the Andhra Pradesh State and Subordinate Service Rules shall apply to appointments made by direct recruitment.

(D) Exercise of Certain Powers of Appointing Authority by Higher Authorities :

The powers conferred on the appointing authority may be exercised by any higher authority to whom the appointing authority is administrative subordinate provided an appeal against the orders passed by such authority shall lie to the next such higher authority.

(E) Appointment of Temporary Staff:

(i) Notwithstanding anything contained in these regulations, the appointing authority may employ staff/officers on a temporary basis, whenever the circumstances so require, for a period not exceeding six months at a time.

(ii) The terms and conditions of service of the temporary officers and staff shall be determined by the appointing authority but in no case shall the terms and conditions so determined be more favourable than those laid down in these regulations for an appointment carrying equivalent status or responsibility.



(iii) The appointing authority may terminate the services of any such temporary officers and staff at any time without notice and without assigning any reasons.

(F) Appointment by Contract :

Notwithstanding anything contained in these regulations, the Authority when it considers necessary and expedient in its interest to do so, can appoint to a post to be created or any of the posts specified in Annexure-I, of a specialised skill, a person who has retired from service of the authority or who is or was an employee of State Government or Government of India or any State Undertakings or from Public or Private Sectors or any outsider on such terms and for such period as may be deemed necessary.

(G) Plural Marriages :

(i) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to any post in the Authority or shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for time being applicable to them.

(ii) No woman whose marriage is void by reason of her husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment by direct recruitment to any post in the Authority.

6. Services :

(A) Commencement of Service :

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which an employee report for duty to a post covered by these regulations at the place and time intimated to him by the appointing authority; if he reports before noon, otherwise his service shall commence from the next working day.

**(B) Definition of service :**

Service includes the period during which an employee is on duty as well as on leave duly authorised by the appointing authority or any other competent authority but does not include any period during which an employee is absent from duty without permission or overstays his leave unless specifically ratified by the Vice-Chairman or any other Competent Authority.

**(C) Probation :****(i) Period of Probation :**

Every person appointed to a post, whether by direct recruitment or promotion, shall be on probation for a total period of one year within a continuous period of two years :

**(ii) Suspension, Termination or extension of Probation :**

Where a period of probation is prescribed for appointing as a fully member of the service, the appointing authority may at any time before the expiry of such period.

[a] Suspend the probation of a probationer and discharge him from the service for want of vacancy; or

[b] at its discretion, by order, either extend the period of probation of the probationer in case it has not been extended under regulation [6] [C] [iv] or terminate his probation and discharge him from service after giving him one month's notice or pay in lieu of such notice.

Provided that if the termination of probation and discharge of the probationer from service is to be made as a measure of punishment on the ground of mis-conduct, negligence, or any specified fault on the part of the probationer, the procedure prescribed in disciplinary control regulations shall be followed and it shall not be necessary to give him one month's notice or pay in lieu of such notice.

**Explanation :**

1. In case where the discharge of a probationer is made reverting him to his lower officiating or substantive post the pay in lieu of one month's notice shall be limited to the difference in

pay between that of officiating post and of the lower officiating substantive post to which he is reverted.

II If during the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests, if any prescribed in these regulations, or to acquire such other qualifications as may be prescribed by the Authority or by the appointing authority with the approval of the Authority to the equivalent to the said special qualifications or special tests, the appointing authority, may by order discharge him from the service unless the period of probation is extended under regulation 6 [C] [iv].

III. If, within the period of probation prescribed or within the extended period of probation, as the case may be, a probationer has appeared for any test or examinations to acquire the prescribed qualification and the results of the tests examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results or examination for which he has appeared or the first of them in which he fails to pass, as the case may be. In case the probationer fails to pass any of the tests or examinations for which he has so appeared the appointing authority shall, by order discharge him from the service.

[c] Any delay in the issue of an order discharging a probationer under clauses [a] or [b] shall not entitle him to be deemed to have satisfactorily completed his probation.

[iii] Probationer's suitability for full membership.

(a) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the post to which he was selected.

(b) The decision, whether a probationer is suitable for such membership or his probation be extended, shall be taken as soon as possible after the expiry of the prescribed period of probation. The appointing authority shall communicate lapses

on the part of the probationer well in advance of the expiry of the prescribed period of probation so that he may rectify such lapses.

(c) If the appointing authority decides that probationer is suitable for such membership, it shall as soon as possible after the expiry of the probation period issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation.

(d) If the appointing authority decides that the probationer has failed to give satisfaction or that the probationer has not made sufficient use of his opportunities, it shall unless the period of probation is extended under regulation 6 (c) (iv) by order discharge him from the service after giving him one month's notice or pay in lieu of such notice.

Provided that if the discharge of the probationer is a measure of punishment on the ground of misconduct, negligence or any specific fault on the part of the probationer the procedure prescribed in disciplinary control regulations shall be followed and it shall not be necessary to give him one month's notice or pay in lieu of such notice.

#### Explanation-I :

The decision of the appointing authority that the probationer has failed to give satisfaction or that the probationer has not made sufficient use of his opportunities may be based on his work and conduct till the date of the decision inclusive of the period subsequent to the prescribed or extended period of probation.

#### Explanation-II:

In case whether the discharge of the probationer is made by reverting him to his lower officiating or substantive post, the pay in lieu of one month's notice shall be limited to the difference in pay between the officiating post and that of the lower officiating or substantive post to which he is reverted.

## [iv] Extension of Probation ;

In the case of any probationer falling under regulation 6[C][ii] [a] or regulation 6 [C] [iii] [d] the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests, or as the case may be to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation shall terminate at the latest :

[a] in the case of probationer falling under regulation 6 [C] [ii] when he has after the date of expiry of the period of probation for the service or post in which he is on probation, completed one year whether on duty or otherwise in such service or post ; and

[b] in the case of probationer falling under regulation 6 [C] [ii] [b] or 6 [C] [iii] [c] when he has after the date of expiry of the period of probation prescribed for the service or post in which he is on probation completed one year of duty in such service or post :

(c) in cases where the period of probation is extended a condition shall, unless there are special reasons to the contrary be attached to the order of extension of probation that the probationer's increment shall be stopped until he completes his probation satisfactorily :

(d) if the probationer has already drawn an increment, his next increment shall be postponed until he completes his probation satisfactorily and by the period for which his probation is extended. Such stoppage or postponement of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he completes his probation satisfactorily

## 7. Appointment of Full Members :

An approved probationer shall be appointed by the Appointing Authority to be a full member of the service in the post to

which he was selected, at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such category and if such vacancy existed from a date previous to the issue of the order of appointment he may be so appointed with retrospective effect from the date or, as the case may be, from any subsequent date from which he was continuously on duty as a member of the service on such post in a higher class or category :

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.

#### 8. Seniority :

(i) The 'seniority' of a person in this service shall unless he has been reduced to a lower rank as a punishment, be determined by the date of his first appointment to such service. If any portion of the service of such person does not count towards probation his seniority shall be determined by the date of commencement of his service which counts towards probation ;

(ii) The appointing authority may, at the time of passing an order appointing two or more persons simultaneously to a service fix the order of preference among them, and where such order has been fixed, seniority shall be determined in accordance with it ;

(iii) The transfer of a person from one category or grade of a service to another category or grade carrying the same scale of pay shall not be treated as first appointment to the latter for purposes of seniority; and the seniority of a person so transferred shall be determined with reference to the date of his first appointment to the category or grade from which he was transferred. Where any difficulty or doubt arises in applying this regulation seniority shall be determined by the appointing authority ;

## Note :

Senior Stenos who are Graduates and who have completed the period of probation are eligible for appointment as Senior Assistants and their seniority shall be determined with reference to their date of appointment as Senior Assistants.

The option for an employe for transfer from one category of service to another shall be exercised by an employee only once during his service.

(iv) Where a member of any service, is reduced to a lower service, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower service next below any specified member thereof.

## 9. Promotion :

Unless otherwise provided in these regulations no member of a service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category and has ordinarily completed the service prescribed in Annexure-I and has passed tests as specified in Annexure-II if he has not already passed the said test.

## Note :

(i) Direct recruits to the said posts shall pass such tests within the period of probation ;

(ii) Promotions shall be made on grounds of merit and ability, seniority being considered only where merit and ability, are approximately equal ;

(iii) Promotion Committees shall be constituted by the Vice-Chairman once in a year for making recommendations for promotions. The promotion Committees shall normally consist of three members of whom atleast one shall be from the concerned Department or wing of HUDA with the Vice-Chairman or such officer of the Authority nominated in this behalf as its Chairman.

## 10. Temporary Promotions :

(i) (a) Where it is necessary in the administrative interest to fill emergently a vacancy in a post borne on the cadre of higher category in a service by promotion from a lower category and if the filling up of such vacancy in accordance with these regulations is likely to result in undue delay, the appointing authority may promote a person temporarily otherwise than in accordance with these regulations.

(b) No person who does not possess the qualifications, if any, prescribed for the said service, shall ordinarily be promoted under sub-clause (a). Every person who has been or is promoted under sub-clause (a) shall be replaced as soon as possible and in any case not later than one year by promoting a person possessing such qualifications.

(ii) A person promoted under sub-clause (a) of clause (i) whether or not he possesses the qualifications prescribed for the service to which he is promoted, shall as soon as possible be replaced by a member of the service who is eligible to hold the post under the regulations or orders in force,

(iii) A person promoted under clause (i) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category.

(iv) The appointing authority shall have the power to revert to a lower category any person promoted under clause (i) at any time without assigning any reason and without notice.

(v) If any person referred to in clause (iv) is subsequently promoted to the higher category in accordance with these regulations, he shall commence his probation in such category from the date of such sub-sequent promotion or from such earlier date as the appointing authority, may at his discretion determine.



## II, REVERSION :

(i) An employee who has been appointed to officiate in a higher post or whose confirmation in a higher post is subject to his undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time, when he is so officiating or undergoing probation.

(ii) Nothing in clause (i) shall affect the provisions of regulations relating to 'disciplinary control'

## 12. POSTINGS AND TRANSFERS :

A member of a service may be required to serve anywhere and in any post in the cadre of such service in the Authority.

## 13. SPECIAL PROVISION :

Nothing in these regulations shall preclude the competent authority from transferring an officer from one post to another or from one category to another provided he fulfils the qualifications prescribed for the post to which he is transferred.

## 14. GENERAL :

### I. Superannuation and Retirement I

(i) An employee shall retire from the service of the Authority on his completing 58 years of age, provided that the Authority may, at its discretion sanction from time to time the extension of his employment for a period not exceeding one year at a time if he is physically and mentally fit and where this extension appears desirable in the interests of the Authority. Extension of appointment beyond 60 years shall not ordinarily be sanctioned.

(ii) An employee may retire from service at any time after completion of 20 years of qualifying service, provided that he shall give in this behalf, a notice in writing to the appointing authority atleast three months before the date on which he wishes to retire.

(iii) The appointing authority may also require any employee to retire any time after he has completed 20 years qualifying service if the services of the officer concerned on the grounds of unsatisfactory record provided that the appointing authority shall arrange to give in this behalf, a notice in writing to the employee at least three months before the date on which he is required to retire or pay in lieu thereof.

#### EXPLANATION.

Notwithstanding anything contained in these regulations where an employee has earned leave but not availed of as on the date of retirement as prescribed by this regulation, he may be paid leave salary subject to a maximum of six months.

#### II. Provisions Relating to Resignation, Re-Employment:

(i) A member of a service shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the Authority

(ii) The re-appointment of such person to post shall be treated in the same way as a first appointment to service by direct recruitment and all rules governing such appointment shall apply, and on such reappointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any regulation or order.

#### III. Benefit of past services to Employees in the service of the Authority selected by Direct Recruitment to Another post:

Notwithstanding anything contrary in these or any other regulations for the time being in force, an employee in the service of the Authority who is selected for appointment by direct recruitment to other post in the service of the Authority, whether in the same or any other class shall, subject to the other provisions of these or the other regulations as the case may be, be eligible.

(i) to carry forward the leave to his credit on the date of such appointment;

(ii) to reckon his service in the new post in continuation of his services in the former post for the purpose of calculating the gratuity of other retirement benefits due to him on his retirement from the service of the Authority due to superannuation;

(iii) to continue as a member of the Provident Fund established by the Authority without being required to put in a fresh term of qualifying service if he is not already such a member, to count his service in the former post/service to qualify himself for becoming a member of the Provident Fund in the next post;

(iv) to joining time and transfer travelling allowance to joining his new post, and

(v) to the protection of his pay, if his pay in the former post is higher than the minimum of the scale in the new post.

#### 7. Relinquishment of Rights by Members :

Any person may, in writing, relinquish any right or privilege to which he may be entitled under these or any other regulations if, in the opinion of the appointing authority, such relinquishment is not opposed to the interest of Authority and the provisions contained in these regulations shall be deemed to be in the recognition of any right or privilege to the extent to which it has been so relinquished. The relinquishment so made shall be irrevocable.

#### 8. Declaration of Birth:

Every person on entering the service of the Authority shall declare his date of birth which shall not differ from any declaration, expressed or implied, made by him for any public purpose before entering such service. For this purpose, the date of birth as recorded in a school or college certificate shall be adopted without any modification.

(ii) (a) When the year or years and month of birth are known but not the exact date, the 1st July, or the 16th of that month, respectively shall be treated as the date of birth in respect of category IV employees.

(b) Where the person concerned is unable to furnish satisfactory evidence of his age it should be assessed by a Medical Officer nominated by the Authority and the age as declared by the person. Which ever is more shall be accepted as final and the employee shall be assumed to have completed that age on the date of attestation by the Medical Officer.

(iii) (a) The date of birth as determined by the appropriate provisions of the proceeding clauses shall be recorded in the service register. The date so recorded shall be held to be binding and no alterations shall be permitted subsequently. It shall, however, be open to the Authority in the case of officers belonging to category I and to the Vice-Chairman in other categories to clause the date of birth to be altered.

(b) Where in its opinion it had been falsely stated that the employee to obtain an advantage otherwise inadmissible provided that such alteration shall not result in the employee being retained in service longer than if the alteration had been made.

#### VI. Fees and Honoraria :

(i) The competent authority may permit an employee if it is satisfied that this can be done without detirement from official duties or responsibilities, to perform a specified service or series of services for a Government of India or a private person or body or for a public body including a body administering a local fund, and to receive a remuneration therefor, if such service be material, a non-recurring or recurring fee,

(ii) The Authority may grant to an employee an honorarium from the revenues of the Authority as remuneration for the work done which is occasional in character and either so laborious or such special merit as to justify a Special reward.

Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant of an honorarium should not be given unless the work has been undertaken with the prior consent of the Authority and the amount has been undertaken settled in advance.

#### VII. Foreign Service :

(i) No employee of the Authority shall be sent on foreign service except with the approval of the authority in the case of officers belonging to Category-I and Vice-Chairman in the case of others provided that no employee shall be sent on foreign service against his will and for a period exceeding two years.

(ii) Transfer on foreign service should ordinarily not be granted unless :

(a) the duties to be performed are such that they should necessarily be performed by an employee of the Authority or involves such technical knowledge, expertise which are not readily available from other sources.

(b) that transferee at the time of transfer holds a regular post in the Authority; and

(c) the terms granted are not so greatly in excess of the remuneration which an employee would receive in the service of the Authority as to render foreign service appreciably more attractive than the Authority service.

(iii) Where the services of an employee of the Authority are placed at the disposal of a foreign employer it shall be a condition of the deputation that the foreign employer shall during the period of such deputation bear the entire cost of the services of the employee including the following :

(a) Salary during joining time;

(b) Travelling allowance payable to the employee to enable him to join his appointment under the foreign employer and to return to his appointment in the Authority on the termination of deputation.

(c) Leave salary for the leave earned during the period of deputation; and

(d) the employer's contribution to the employee's account in the Authority's Provident Fund etc.

(e) any other contribution that may be prescribed by the Authority.

#### VIII. Power to issue Subsidiary Instructions :

The Vice-Chairman may issue such instructions not inconsistent with the provisions of these regulations, as he may consider necessary to give effect to and carry out the purpose of the provisions of these regulations or otherwise to secure effective control over employees to which these regulations apply and may also authorise any of his subordinates to do so, subject to such conditions and limitations if any, as may be specified by him in this behalf.

#### IX Record of Service :

(i) A record of service shall be maintained in respect of each employee in such form as may be prescribed.

#### (ii) Annual Confidential Reports :

Confidential reports about the work and conduct of the employee shall be written annually. In respect of officers under probation, the confidential reports shall be written half yearly in the proforma. The confidential reports shall be written in accordance with the instructions issued from time to time.

#### X. Application for Employment Elsewhere :

The application of any employee to seek better job opportunities, shall ordinarily be forwarded twice in a year. In case an employee secures a job elsewhere, he should resign and seek relief from the Authority.

#### XI. Delegation of Powers :

The Authority may delegate any of its powers under these regulations to the Chairman or Vice-Chairman. No person other than the competent Authority prescribed under these regulations shall exercise or delegate powers.

#### XII. Transitory Arrangement :

It shall be open to the Authority to invite and accept options from any of the employees of Government, Central Government, Local Bodies and other Autonomous Organisations/Public undertakings on deputation for permanent absorption in the Authority to the extent of its staff requirements with the concurrence of the Government. The permanent absorption of such employees in the Authority shall be governed by such principles as may be evolved with the approval of the Government. The seniority of such employees will be counted from the date of their first appointment in Hyderabad Urban Development Authority and not with reference to the date of exercising option for absorption.

#### XIII. Revision of orders of Promotion :

An order promoting a member of Service to a higher post made by a competent authority may within a period of 6 months from the date of such order be revised by an Authority to which an appeal would lie against an order of dismissal passed against such a member of the service or category. Such revision may be made by the appellate authority aforesaid either on his own motion or otherwise.

Provided that no order of revision under this regulation shall be passed unless the person affected is given revision proposed.

an opportunity of making his representation against the

#### XIV. Interpretation :

Where any doubt arises as to the interpretation of any of the provisions of the regulations, it may be referred to the Vice-Chairman whose decision thereon shall be final.

#### XV. Over Riding Powers of the Authority :

(i) Nothing contained in these regulations shall be construed to limit or abridge the powers of the Authority to relax

the regulations, provided that where any provision contained in these regulations is applicable to the case of any person the case shall not be dealt in any manner less favourable to the said person than in accordance with these regulations.

(ii) Unless in any case it be otherwise distinctly provided the whole time of an employee shall be at the disposal of the Authority and he may be employed in any manner required by the proper authority.

#### XVI. Savings Clause :

Unless a contrary intention is expressly indicated therein nothing contained in these regulations shall adversely affect any person to continue on a post which he was holding on the date of coming into force of these regulations.



**ANNEXURE-1  
PLANNING WING**

Sl. No.	Description of the post	Mode of recruitment	Promotion Qualifications/Experience	Direct Recruitment Experience/Qualifications/Age
1	2	3	4	5
1	Chief Planning Officer  P R (Rs. 1,100-50-1,650). R Rs, 1500-60 2100	Deputation/ Promotion/ Direct Recruitment/Contract.	1. Post-Graduate Degree or Diploma in Town Planning from a recognised University or Institute,  or Fellowship or Associateship of the Institute of Town Planners India or equivalent membership of professional institute such as Town Planning Institute (London) or American Institute of Planners. 2. Must have served in HUDA. for atleast ten years, of which five years should be as Planning Officer/Senior Research Officer.	1. Post-Graduate Degree or Diploma in Town Planning from a recognised University or Institution  or Fellowship or Associateship or the Institute of Town Planners India or equivalent membership of professional institute such as Town Planning Institute (London) or American Institute of Planners. 2. Not less than 10 years service in a responsible position in an organisation pertaining to Urban and Regional Planning. 3. Age below 45 years.

Note: P R = Pre-revised  
R = Revised.

1	2	3	4	5
2.	<b>Planning Officer</b> P R (Rs. 900-51-1,450) R Rs. 1300-50-1600-60-1900	<b>Direct Recruitment/Deputation/Promotion.</b>	<b>1. Post-Graduate Degree or Diploma in Town Planning from a recognised University or Institution.</b>  or <b>Associate of Institute of Town Planners India or equivalent membership of a foreign professional Institute such as Town Planning Institute (London) or American Institute of Planners.</b>	<b>1. Post-Graduate Degree or Diploma in Town Planning from a recognised University or Institution.</b>  or <b>Associate of Institute or Town Planners, India of equivalent membership of a foreign professional Institute such as Town Planning Institute (London) or American Institute of Planners.</b>
3.	<b>Assistant Planning Officer P R (Rs. 750-45-1,200-50-1,300).</b> R. Rs. 1150-50-1700	<b>Direct Recruitment/Promotion/Deputation</b>	<b>1. (i) Post-Graduate Degree or Diploma in Town Planning from a recognised University or Institute.</b>  or	<b>2. Not less than eight years experience in a responsible post in Town Planning Department or Local Planning Authority or Institution.</b>  <b>3. Age below 40 years.</b>  <b>1. Post-Graduate Degree or Diploma in Town Planning from a recognised University or Institute.</b>

Associate of Institute of Town Planners India or a foreign professional institute such as Town Planning Institute (London) or American Institute of Planners, and

(ii) Two years experience in Planning Wing of HUDA.

2. (i) Must be an associate of the Indian Institute of Architects.

or

Must possess an equivalent degree or diploma in Architecture of a recognised University or Institute.

or

Must be a Graduate in Civil Engineering or hold Diploma in Civil Engineering and

Associate of Institute of Town Planners, India or a foreign professional Institute such Town Planning Institute (London) or American Institute of Planners.

2. Two years experience in preparation of housing schemes and regional or land development schemes in Town Planning Department or in any local Planning Authority

or

a reputed architectural and planning firm

or

in a research and training institution.

1	2	3	4	5
			(ii) Must have served as Junior Planning Officer for a period of five years in HUDA.	3. Age below 35 years.
4. Senior Research Officer PR (Rs 900 50-1,450) R. Rs 1300-50-1600- 60-1900	Deputation/ Promotion/ Direct recruitment		<ol style="list-style-type: none"> <li>1. A post-Graduate in any Social Science or Mathematics or Statistics or Geography.</li> <li>2. Master Degree in Urban and Regional Planning or Post-graduate Diploma in Town Planning or Urban and Metropolitan/ Rural Planning.</li> <li>3. Should have at least three years experience as Junior Research Officer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must possess a first or second class Post-Graduate Degree in Statistics, Mathematics, Economics (with Econometrics) Commerce, Sociology (with Urban Sociology) or Geography (with Quantitative Geography) of recognised University in India</li> <li>2. Master degree in Urban and Regional Planning or Post-Graduate Diploma in Town Planning or Urban and Metropolitan / Rural Planning.</li> <li>3. Ph. D., or publication in standard professional journals.</li> </ol>

1	2	3	4
Project Officer	Deputation	Promotion	
		Disengagement	

4. (a) Must possess experience Research in any of the fields mentioned above. and
- (b) Must have experience of not less than eight years in guiding or directing statistical work involving economic analysis and interpretations in Government Department or in a University or Research Institute or a large business or commercial organization. Must have had to his credit publication of papers on Planning/Research in Magazines or professional works and presented papers in Professional seminars.
5. Age below 35 years.

1	2	3	4	5
5	<b>Project Officer</b> PR (Rs. 750-45 1,200-50-1,300). R Rs. 1150-50-1700.	Deputation/ Directrecruitment Promotion.	<ol style="list-style-type: none"> <li>1. Must be a Graduate.</li> <li>2. Must have worked as Admn. Officer or any equivalent post in HUDA for a period of five years.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must possess a Post-Graduate Degree or Diploma in Business Administration from a recognised school of Management in India or abroad. or Should be Post-Graduate in Economics preferably with specialisation in Urban Economics.</li> <li>2. Should possess at least five years experience (preferably in the work relating to Urban Development) in Government or Public or Private Sector.</li> <li>3. Age below 35 years.</li> </ol>
6.	<b>Junior Research Officer</b> PR (Rs. 750-45-1,200-50-1,300).	Deputation/ Promotion/ Direct recruit-	<ol style="list-style-type: none"> <li>1. A Post-Graduate in any Social Science or Mathematics or Statistics</li> </ol>	<ol style="list-style-type: none"> <li>1. Post - Graduate in any Social Science or Mathematics or Statistics or</li> </ol>

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2. Master Degree in Urban and Regional Planning or Post-Graduate Diploma in Town Planning or Urban and Metropolitan/Rural Planning.

2. Master degree in Urban and Regional Planning or Post-Graduate Diploma in Town Planning or Urban and Metropolitan/Rural Planning.

3. Experience in analysing and conducting surveys/ research projects and compilation of statistics for not less than five years.

3. Experience of five years in Research and Urban Planning or allied subjects.

or

Must have worked in the category of Research Assistant for not less than three years.

4. Must have had to his credit publication of papers on Planning / Research in Magazines or professional works and presented papers in professional seminars.

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Junior Planning Officer

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5. Age below 35 years.

1	2	3	4	5
<p>7. Junior Planning Officer P R (Rs. 480-25-780-30-900). R Rs. 750-30-1020-35-1300.</p>	<p>Promotion/ Direct recruitment/ Deputation.</p>	<p>1. Associate Member of Institute of Town Planning (India) or an equivalent Degree or Diploma in Town planning from any recognised institution or Association.</p>	<p>or Degree or Diploma in Architecture from any University or Institute recognised by the Indian Institute of Architects for election as an Associate Members. or Degree in Civil Engineering of a University or an equivalent qualification.</p>	<p>2. Associate Members of Institute of Town Planning India. or An equivalent Degree or Diploma in Town Planning from any recognised Institution or Associate of A. I. M. E. or Degree or Diploma in Architecture from any University or Institute recognised by Indian Institute of Architecture. or</p>



8. **Research Assistant**  
 P R (Rs. 430-20-650-25-800).  
 R Rs. 700-30-1060-35-1200.

**Direct recruitment/ Deputation from among the Senior Investigators of Economics and Statistics.**

**Diploma in Civil Engineer recognised by the State Govt. as equivalent to L.C.E. or L.S E. Diploma.**  
 or  
**Pass in A. P. Government Examination for Certificate in Arch (New Rules) or any equivalent Exam.**  
 or  
**Pass in A. P. Government Certificate Exam. in Arch. D'manship and Associationship.**  
 2. **Must have served as Arch. D'man for atleast a period of three years.**

**Degree in Civil Engineering with minimum three years experience in Town Planning.**  
 2. **Preference will be given to candidates holding post-graduate diploma in Town Planning.**  
 3. **Age below 30 years.**  
 1. **A Post-Graduate in any Social Science or Mathematics or Statistics or Geography.**

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9. Architectural D'men/  
Building Inspectors.  
PR (Rs. 410-18-590-  
20-750).  
R Rs. 650-25-800-30-  
1100

Promotion/  
Direct recruit-  
ment/Deputa-  
tion.

1. Degree or Diploma in  
Arch. from any college  
or institute recognised by  
the Indian Institute of  
Arch. for election as  
Associate Member

Certificate in Arch. (New  
Rules) or any equivalent  
examination.

or

Diploma in Civil Engi-  
neering of any college  
recognised by State Govt.  
or equivalent to LCE or

LSE.

2. Preference will be given  
to candidates holding  
Master Degree in Urban  
and Regional Planning or  
Post-Graduate Diploma in  
Town Planning or Urban  
and Metropolitan / Rural  
Planning.

3. Age below 30 years.

1. Degree or Diploma in Arch  
from any college or insti-  
tute recognised by Indian  
Institute of Arch for elec-  
tion as an Associate  
Member.

Diploma in Civil Engi-  
neering with two years  
experience in Town Plann-  
ing Department or Engi-  
neering Department.

2. Age below 30 years.

or

Certificate exam. in Arch.  
D'Manship and Associate  
ship.

or

Pass in D'Man (Civil) ITI  
(Revised) syllabus from  
July, 1952 conducted by  
ITI of State Government.

or

Pass in All India Trade  
Test for Surveyors con-  
ducted by ITI of State  
Government.

2. Must have served as  
Surveyor / Asst. Arch.  
Draughtsman for atleast  
a period of two years.

10. Asst.Arch. Draughts-  
man. Direct Recruit-  
ment/By transfer  
PR (Rs. 290-11-400-  
15-520). of a Surveyor.

R. 500-15-620-20-800

1. Pass in A.P. Examination  
for Certificate in Arch.  
(New Rules) or any equi-  
valent examination

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or

Diploma in Civil Engineering from any college or Institute recognised by the Government

or

Pass in A P. Government certificate examination in Arch. Draughtsmanship and Associate ship.

or

Pass in Draughtsmanship Civil ITI Examination conducted after 1952 with experience in Town Planning Department or Local Authority or P.W.D. or Town Planning Trust or Department of not less than one year.

2. Graduates with Geographical Diploma in Cartography.

11. Surveyors (Planning)  
PR (Rs. 290-11-400-  
15-520).

R Rs. 500-15-620-20-800

Direct Recruit-  
ment/Promotion.

1. Must possess Diploma in  
ITI (Civil).

2. Must have worked as  
Tracer for 2 years.

years.  
1. Pass in D man  
ducted by ITI or pass in  
All India Trade Test for  
Surveyors conducted by  
ITI of State Government  
or  
Pass in Govt. Technical  
Examination in the follow-  
ing subjects.

1. Building Drawing and  
Estimates (Higher).

2. Surveying & Levelling  
(Higher)

3. Building material and  
construction (Higher).

4. Mensuration (Lower &  
Higher).

5. Practical plans and  
solid.

2. Experience of at least a  
period one year in Town  
Planning Departme



**ADMINISTRATION AND CO-ORDINATION WING.**

Sl. No	Description of the post	Method of Recruitment	Promotion Qualifications/Experience	Direct Recruitment Qualifications/Experience/Age
1	2	3	4	5
1.	Secretary P R (Rs. 1,300-50-1,500-60-1,800) R Rs. 1700-60-2120-65-2250.	1. Promotion/ Direct Recruitment : or  2. By Deputation from among the Officers of I.A.S. Cadre: or Officer in the A.P.A.S. cadre with two years experience in a responsible position in that cadre : or Special Grade Deputy Collector with atleast two years of experience in that cadre : or	1. Must possess a Degree of a recognised University  2. Must have served as Deputy Secretary in HUDA for 8 years.  or As Executive Engineer or Planning Officer or Senior Research Officer or Resources and Development Officer who has put in ten years of service and has proven administrative ability.	1. Must be a Post-Graduate of any recognised University and possess in addition a Post - Graduate Degree/Diploma in Business Administration from a recognised School of Management in India or abroad.  2. Must have administrative experience of not less than 12 years in a large firm of national repute, of which atleast five years should be in a senior Managerial position.

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2. Deputy Secretary,  
P R (Rs. 900-50-1,450).  
R Rs. 1300-50-1600-  
69-1900

3. By transfer form among technical officers possessing proven administrative ability and holding equivalent posts in HUDA viz.; the Head of a Wing.

Deputation/Promotion/Direct Recruitment.

1. Must possess a Degree of a recognised University.

2. Must have put in not less than 5 years as Project Officer or APO or A. E. or P. R. O. or in any equivalent post in HUDA

3. Age below 45 years.

1. Must be a Graduate possessing in addition a Post-Graduate / Diploma in Business Administration from a recognised school of Management in India or Abroad.

2. Must have put in not less than five years service in a responsible post in any Government Department reputed commercial firm or public sector undertaking, and be conversant with personnel management.

3. Age below 40 years.



1	2	3	4	5
3,	Public Relations Officer P R (Rs. 750-45-1,200- 50-1,300). R Rs. 1050-1600	Deputation/ Direct Recruit- ment/Promo- tion.	1. Must be a Graduate and should also possess a Degree or Diploma in Public Relations/Journa- lism from a recognised  Indian or Foreign Univer- sity.	1. Must possess a Degree in Journalism or Public Rela- tions from reputed recog- nised Indian or foreign University.  2. Must have experience in any Government, Semi- Government or Autono- mous body or commercial, public sector undertaking or firm of All India repute for not less than five years with proven experience.  3. Age below 35' years.
4.	Asst. Public Relations Officer P R (Rs. 530-30-770- 35-1,050). R Rs. 800-35-1010- 40-1450	Direct Recruit- ment/Promo- tion/Deputation.	1. Must be a graduate of recognised University with Degree/Diploma in Jour- nalism/Public Relations.  2. Must have put in five years Service as U.D.C by Telephone Operator.	1. Must possess a Degree of any recognised University, a Degree or Diploma in Public Relations from a reputed recognised Indian or foreign University.  2. Experience in any Govt. Semi- Govt. or autono- mous body of Commercial/ Public Sector Undertaking or firm of all India repute

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5. Admn. Officer/P.S. to  
Chairman/ P.A. to Vice-  
chairman.  
P R (Rs. 530-30-770-  
35-1,050).  
R Rs. 800-35-1010-  
40-1450

Promorion/  
Deputation/  
Direct recruitment.  
& Contract.

1. Must be a Graduate of a recognised University.
2. Must have put in service of three years in the category of Senior Assistant.

- for not less than one year with proven experience.  
3. Age below 30 years.

1. Must be a second class Graduate of a recognised University.

2. Must have put in not less than three years in Govt. service in a responsible post in Govt. or public sector or reputed private sector undertaking and be conversant in personnel management, O & M etc.
3. Age below 30 years.

6. Librarian  
P R (Rs. 530-30-770-  
35-1.050)  
R Rs. 800-35-1010-  
40-1450

Promotion/Direct  
Recruitment/  
Deputation/  
Contract.

1. Must be a Graduate.
2. Must possess a degree or diploma in Library Science.
3. Must have put in service of 3 years in the category of Asst. Librarian.

1. Must be a Graduate of any recognised University preferably in Social Science possessing in addition a Degree in Library Science.

2. Must have worked as a Librarian in any Govt. or public Under taking or Institute or reputed public

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12. Senior Stenographer  
P R (Rs. 310-14-380-  
15-560)  
R Rs 530-15-590-20-850

Promotion/  
Direct Recruit-  
ment.

1. Must possess the mini-  
mum general education  
qualification.

2. Must have passed type-  
writing and shorthand  
by Higher Grade.

3. Must have served as Jr.  
Steno for atleast a period  
of 3 years.

13. Junior Stenographer      Direct Recruitment  
P R (Rs. 250-10-430).  
R Rs. 425-10-455-15-650

2. Should possess experience  
of atleast one year in  
Operation PMBX or as  
Receptionist in any Govt.  
Private Organisation.

3. Knowledge of typewriting  
preferable.

4. Age below 30 years.

1. Must have passed PUC/  
Intermediate Examination.

2. Must have passed type-  
writing and shorthand by  
higher grade.

3. Experience of not less  
than one year in any  
Govt. Private Organisa-  
tion will be an added  
qualification.

4. Age below 30 years.

1. Must possess the mini-  
mum general educational  
qualification.

- |  |   |  |  |
|--|---|--|--|
| <p>14. Clerk-cum-Typist<br/>P R (Rs. 250-10-430)<br/>R Rs. 425-10-455-15-650</p>       | <p>Direct Recruitment</p>                 | <p>...</p>   | <p>2. Must have passed type-writing higher and short-hand lower.</p>   |
| <p>15. Typist<br/>P R (Rs. 250-10-430)<br/>R Rs. 425-10-455-15-650</p>                 | <p>Promotion/<br/>Direct Recruitment.</p> | <p>1. Must possess minimum general educational qualification.<br/>2. Must have passed type-writing higher grade.</p> | <p>1. Must be a Graduate.<br/>2. Must have passed type-writing lower.<br/>3. Age below 30 years.</p>   |
| <p>16. Photographer<br/>P R (Rs. 430-20-650-25-800)<br/>R Rs. 700-30-1060-35-1200.</p> | <p>Direct Recruitment/Deputation.</p>     | <p>...</p>   | <p>1. Must possess minimum general educational qualification.<br/>2. Must have passed type-writing higher grade.<br/>3. Preference will be given to those who have worked in an advertising agency of repute.<br/>4. Age below 35 years.</p> |

1	2	3	4	5
17. Record Assistant P R (Rs. 180-9-270-10-350). R Rs. 350-10-460-15-550	Promotion/ Direct Recruitment.		1. Must have passed VIII Class. 2. Must have worked as Attender for not less than three years.	1. Must have passed S.S.C. or any equivalent examination. 2. Age below 30 years.
18. Attender P R (Rs. 165-5-190-6-250). R Rs. 290-5-345-10-425	Direct Recruitment	...		1. Must have passed 7th class and possess good physique. Ability to do cycling and driving motor cycle will be an additional qualification. 2. Age below 30 years.
19. Chainman P R (Rs. 175-300). R Rs. 325-10-455-15-500	Direct Recruitment	...		1. Must have Passed 7th class and possess good physique. Ability to do cycling and driving motor cycle will be an additional qualification. 2. Age below 30 years.
20. Driver P R (Rs. 240-10-420) R Rs. 410-10-460-15-625	Direct recruitment/ Promotion		1. Must have passed 7th class. 2. Must possess a valid driving licence with experience of not less than three years in driving vehicles.	1. Must have passed 7th class. 2. Must possess valid driving licence with experience of not less than five years in any reputed organisation or transport company.

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21. Roneo Operator  
R Rs. 350-10-460  
15-550

Promotion/

3. Must have worked as Attender for not less than a period of three years.

1. Must have passed 7th class.

2. Must have worked as an Attender for not less than two years preferably with experience in taking stencilled copies.

3. Age below 30 years.

1. Must have passed S.S.C. or equivalent examination.

2. Should possess certificate in Roneo Machine operation.

3. Experience of not less than six months in any Govt. office or private firm is preferable.

4. Age below 30 years.

DEVELOPMENT WING

S. No.	Description of the Post.	Mode of Recruitment.	Promotion. Qualification/Experience	Direct Recruitment. Experience/Qualifications/Age
1	2	3	4	5
1.	Chief Engineer P R (Rs. 1300-50-1500-60-1800) Rs. 1700-60-2120-65-2250.	Deputation/ Promotion/ Direct Recruitment.	1. Degree in Civil Engineering. 2. Ten years experience as Executive Engineer in HUDA or any Government Public Sector organisation.	1. Must possess post-Graduate Degree in Civil Engineering or Structural Engineering of Public Health Engineering of any recognised University. 2. Degree or Diploma in Industrial or Business Management will be an additional qualification. 3. Must have had 12 years experience in a responsible position in Government or Public Sector Undertaking or any private construction agency in the construction of buildings, roads, water Supply, Sewerage etc. 4. Age below 40 years.

1	2	3	4	5
2.	<b>Executive Engineer</b> P R (Rs. 900-50-1450) R Rs. 1300-50-1600-60-1900.	Deputation/ Promotion/ Direct Recruitment.	<ol style="list-style-type: none"> <li>1. Must hold a Degree in Civil Engineering and</li> <li>2. Should have five years experience as Assistant Engineer or</li> <li>3. Must hold a Diploma in Civil Engineering with ten years experience as Assistant Engineer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must hold a Degree in Civil Engineering.</li> <li>2. Post-Graduate Specialisation in any of the Civil Engineering Subjects will be considered an additional qualifications.</li> <li>3. Must have eight years experience in Civil construction work in a Government or public sector undertaking or reputed construction agency/firm.</li> <li>4. Age below 40 years.</li> </ol>
3.	<b>Urban Renewal Officer</b> P R (Rs. 700-30-1000-40-1200) R Rs. 1050-40-1250-50-1600	Promotion/ Deputation/ Direct Recruitment	<ol style="list-style-type: none"> <li>1. Must be a Graduate.</li> <li>2. Must have had field experience of 5 years in a responsible position preferably in Social Welfare</li> </ol>	<ol style="list-style-type: none"> <li>1. Must be Post-Graduate or Post-Graduate Diploma holder in Social work/ Sociology.</li> <li>2. Should have not less than five years service in any Government Public Sector Undertaking or Local</li> </ol>



and Community Development.

bodies in Social Welfare and Community Development Programme.

3. Age below 35 years.

4. Assistant Engineer  
P R (Rs. 700-30-1000-40-1200)  
R Rs. 1050-40-1250-50-1600.

DEE

Direct Recruitment/Promotion/Deputation.

1. Must hold a Degree in Civil Engineering or a Diploma in LCE.

2. Must have put in five years of service as Jnnior Engineer in the case of Graduates or Ten years of service in the case of Diploma holders.

1. Must possess a Degree in Civil Engineering.

2. Must have worked atleast for five years in Civil Engineering Public Undertakings or reputed Construction agency.

3. Age below 35 years.

60

5. Junior Engineer  
P R (Rs. 480-25-780-30-900)  
R Rs. 750-30-1020-35-1300.

(A.E.)

Direct Recruitment/Deputation.

1. Must hold a Degree or Diploma in Civil Engineering.

2. Must have put in five years of service in the category of Surveyors.

1. Must be a Graduate in Civil Engineering.

2. Age below 30 years.

Submitted

A.E.E  
There is no post of Surveyor calculated to meet in HUDA during inception

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6. Surveyor  
P R (Rs. 290-11-400-  
3215-520)  
R Rs. 500-15-620-20-800

Direct Recruit-  
ment/Promo-  
tion.

1. Must possess Diploma  
in ITI (Civil)

2. Must have worked as  
Tracer for two years.

1. Pass in D'man Civil con-  
ducted by ITI or pass in  
All India Trade Test for  
Surveyors conducted by  
ITI of State Govt. or

2. Pass in Government Tech-  
nical Examination in the  
following Subjects.

(a) Building Drawing and  
Estimates (Higher)

(b) Surveying and Levell-  
ing (Higher)

(c) Building material and  
construction (Higher):

3. Mensuration (Lower) and  
(Higher)

4. Practical Plan and solid

5. Experience atleast a period  
of one year in Town Plan-  
ning Department, Town-  
Planning Trust, Develop-  
ment Authority, P.W.D. or  
Local Authority, would be  
an added qualifications.

6. Age below 30 years.

1                      2                      3                      4                      5

7. **Tracer**                      **Direct, Recruitment.**                      ...                      1. Must have passed Draughtsman Civil course conducted by the Industrial Training Institute Government of Andhra Pradesh.

P R (Rs 260-450)  
R Rs. 450-15-660-20-700

2. Must have passed in all India a Trade Test for-surveyors course conducted by the Industrial Training Institute, Government of Andhra Pradesh.

3. Must have passed lower grade of the Government Technical Examination in the following Subjects.

- (i) Building, drawing and estimating.
- (ii) Practical plane and solid geometry.
- (iii) Free hand outline and model drawing.

4. Age below 30 years.

1	2	3	4	5
8.	<b>Blue Print Operator</b> P R (Rs. 175-8-255- 9-300)  R Rs. 325-10-485- 15-500.	<b>Direct Recruitment</b>	...	<ol style="list-style-type: none"> <li>1. Must have passed 7th class.</li> <li>2. Practical experience in Blue Printing work for a minimum period of three month.</li> <li>3. Age below 30 years.</li> </ol>

**Note** .—The Junior Engineers, Assistant Engineers and Executive Engineers should pass Accounts Test for P.W.D. Officers prescribed by the A.P. Public Service Commission within the period of probation.

50-100  
 4 H\* 480-10-080  
 6 H\* 480-10-080

ACCOUNTS WING.

S. No.	Description of the Post	Method of Recruitment	Promotion Experience/Qualification	Direct Recruitment. Experience/Qualifications/Age
1	2	3	4	5
1.	Financial Adviser and Chief Accounts Officer. P R (Rs. 850-1425) R Rs. 1250-50-1800	Deputation/ Promotion/ Direct Recruitment.	<p>1. Must be not less than a Graduate with five years experience in a responsible position on accounts side in State or Central Government Department or reputed Public or Private Commercial Undertaking.</p> <p style="text-align: center;">or</p> <p>2. Must be a Chartered Accountant or Cost Accountant or SAS Accountant with atleast five years experience in a public or Private Commercial Undertaking.</p>	<p>1. Must be not less than a Graduate of a recognised Universtiy,</p> <p>2. Must have passed either the examination of Institute of Cost Accounts of India or Chartered Accounts SAS (Civil) Exam.</p> <p>3. (a) If he is an ICA then he must have not less than 8 years in a responsible position on finance side 'in any State or Central Govt. Department or Public Undertaking or reputed and good standing.</p>

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2 Resources and Development Officer  
P R (Rs. 900-50-1,450)  
R Rs. 1300-50-1600-60-1900

Direct Recruit-1. Must be not less than a Graduate with five years experience in a responsible position on accounts side in State or Central Govt, Department or a reputed public or private commercial undertaking.

3. Must have served as Accounts Officer for atleast a period of ten years.

(b) If he is SAS Civil conducted by the Comptroller and Audit General of India he must have not less than fifteen years experience

4. Age below 45 years.

1. Must be a Graduate of any recognised University possessing Master Degree in Business Admn. from a reputed school of Management in India or abroad or Post-Graduate in Economics with specialisation in Urban Economics/oi/ and Associate of Institute of Chartered Accounts in India,

2. Should possess atleast five years experience in the

1	2	3	4	5
			<p>ant with atleast five years experience in a public or private commercial undertaking.</p> <p>2. Must have put in five years of service as Accounts Officer in HUDA.</p>	<p>work relating to Urban Development in any large commercial firm of all India repute or Nationalised Bank connected with raising internal and external finances and re-investment.</p> <p>3. Age below 40 years.</p>
<p>3. Accounts Officer. P R (Rs. 530-1050) R Rs. 800-35-1010-40-1450.</p>		<p>Promotion/ Deputation/ Direct Recruitment.</p>	<p>1. Must be not less than a Graduate of a recognised University.</p> <p>2. Must have passed Accounts Test for Subordinate Officers Part-I, conducted by APPSC.</p> <p>3. Must have served as Asst. Accounts Officer or Admn.</p>	<p>1. Must be not less than a Graduate with five years experience in a responsible position on accounts side in State or Central Government Department or reputed public or private commercial undertaking.</p> <p>or</p> <p>Must be a Chartered Accountant or Cost Acco-</p>

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4. Assistant Accounts Officer  
P.R (Rs. 500-900).  
R Rs. 750-30-1020-35-1300.

Promotion/  
Deputation/  
Direct Recruitment

- Officer for atleast a period of five years.
1. Must be not less than a Graduate of a recognised University.
  2. Must have passed Accounts Test for subordinate officers Part-I, conducted by APPSC.
  3. Must have served as Senior Accountant for atleast a period of four years.

2. Age below 40 years.
1. Must be not less than a Graduate with five years experience on Accounts side in State / Central Govt. or a reputed public or private commercial undertaking.

or  
Must be a Cost Accountant with atleast one year experience in State or Central Govt. or in a public or private commercial under taking

5. Senior Auditor  
P R (310-14-380-15-560)  
R Rs. 530-15-590-20-850.

Promotion/  
Direct Recruitment  
Deputation

1. Must possess a Degree or a recognised University.
2. Must have passed Accounts Test for Subordinate

2. Age below 35 years.
1. Must be a second class Graduate
2. Experience of atleast one year in Accounts Branch



1

2

3

4

5

Officers Part-I, conducted by the APPSC.

in State/Central Govt./ or any reputed public or private organisation/ desirable.

3. Must have put in three years service as Junior Assistant/Clerk-cum-Typist.

3. Age below 30 years.

6. Shroff

R Rs. 410-625  
G O (RT) No. 746 MH

Direct recruit- ment/Promotion.

1. Must have passed X class or any equivalent examination.

1. Must have passed X class or any equivalent examination.

dt. 13-7-1982

2. Must have worked as Attender for not less than 3 years with knowledge of cash transactions.

2. Age below 30 years.

3. Must have experience of not less than three years in cash transaction in a reputed firm.

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## ANNEXURE-II

Sl. No.	Designation of the category.	Departmental test Prescribed
(1)	(2)	(3)
1.	Executive Engineer, Asst. Engineer and Junior Engineer	Accounts Test for P.W.D. Officers conducted by the A.P.P.S.C.
2.	Chief Planning Officer, Planning Officer, Asst. Planning Officer, Junior Planning Officer.	Accounts Test for Local bodies or any equivalent test there to conducted by the A.P.P.S.C
3.	Deputy Secretary. Admn. Officer, Senior Assistant.	Accounts Test for Sub-ordinate officers Part-I, or any equivalent test thereto conducted by the A.P.P.S.C.
4.	Accounts Officer, Asst. Accounts Officer.	Accounts test for Sub-ordinate officers Part-I. Conducted by the A.P.P.S.C.
5.	Senior Auditor.	Accounts Test for Sub-ordinate officers Parts-I, conducted by the A.P.P.S.C.

## ANNEXURE-III

Sl. No.	Name of the Post.	Appointing Authority.	Appellate Authority.	Authority to Review.
(1)	(2)	(3)	(4)	(5)
1.	Chief Planning Officer			
2.	Secretary			
3.	Chief Engineer			
4.	Financial Advisor and Chief Accounts Officer.			
5.	Planning Officer			
6.	Senior Research Officer			
7.	Deputy Secretary			
8.	Executive Engineer			
9.	Resources and Development Officer			
10.	Asst. Planning Officer			
11.	Project Officer.			
12.	Junior Research Officer			
13.	Public Relations Officer			
14.	Urban Renewal Officer	... Vice-Chairman	Authority	Government.
15.	Asst. Engineer			
16.	Accounts Officer			
17.	Junior Planning Officer			
18.	Research Assistant			
19.	Asst. Public Relations Officer			
20.	Administrative Officer			
21.	P.S. to Chairman	(3)	(4)	(5)
22.	P.A. to Vice-Chairman			

(1)	(2)	(3)	(4)	(5)
23.	Librarian	Vice-Chairman	Authority	Government
24.	Junior Engineer			
25.	Asst. Accounts Officer.			
26.	Architectural Draughtsman			
27.	Building Inspector			
28.	Asst. Librarian			
29.	Special Category Stenographer			
30.	Senior Assistant			
31.	Telephone Operator-cum-Receptionist			
32.	Senior Stenographer	... Vice-Chairman	... Authority	Government.
33.	Photographer			
34.	Senior Auditor			
35.	Asst. Architectural Draughtsman			
36.	Surveyors			
37.	Junior Assistant			
38.	Junior Stenographer			
39.	Clerk-cum-Typist			
40.	Typist			
41.	Tracer			
42.	Blue Print Operator	... Secretary	Vice-Chairman	Authority
43.	Driver			
44.	Record Assistant			
45.	Roneo Operator			
46.	Attender			
47.	Chairman			

**PART-II****1. PENALTIES :—**

(i) Without prejudice to the other regulations an employee who commits a breach of the rules or regulations of the Authority or who is guilty of negligence, inefficiency and who knowingly does anything detrimental to the interests or prestige of the Authority or in conflict with its instructions or who commits breach of discipline or is guilty of any other act or misconduct or mis-behaviour shall be liable to any of the following penalties :—

(a) Censure;

(b) Fine;

(c) With-holding of increments or promotions;

(d) Reduction to a lower stage in the seniority list or to lower post not being lower than that to which he was directly recruited or to a lower time scale not being lower than that to which he was directly recruited or to a lower stage in the time scale;

(e) Recovery from pay or the whole or any part of the pecuniary loss caused to the Authority;

(f) Compulsory retirement;

(g) Removal from service;

(h) Dismissal from service;

(i) Suspension, where a person has already been suspended under regulations to the extent necessary.

The following shall not amount to penalty within the meaning of this regulation :—

(ii) (a) Discharge of a person engaged on a contract in accordance with the terms of his contract; or

(b) discharge of a person appointed, otherwise than under contract to hold a temporary appointment on the expiration of the period of appointment; and

(c) the reversion of a person from a post on which he is on deputation to a post in the Authority on which he holds a lien.

Explanation :—

The removal of a person from the service shall not dis-qualify him for future employment but the dismissal of a person from the service of the Authority shall disqualify him from future employment.

(d) withholding of increment or promotion of an employee for failure to pass a departmental examination or to qualify to certain duties or subjects in accordance with the regulations or orders covering the services or post or trades or appointment.

(e) stoppage of an employee at the efficiency bar in the time scale on the grounds of his unfitness to cross the bar.

(f) non promotion whether in substantive or officiating capacity of an employee after consideration of his case on merits to a higher category or grade to which he is eligible for promotion.

(g) Reversion to his permanent service, grade or post during or at the end of the period of the probation in accordance with the terms of his appointment or the regulations covering probation.

(h) termination of the service of an employee appointed on probation, during or at the end of the period of probation in accordance with the terms of his appointment or the regulations covering the probation.

(i) termination of the service of a person for reasons of mental or physical incapacity duly certified by a Medical Officer specified by the Authority in that behalf.

#### PROCEDURE FOR IMPOSING PENALTIES :—

(iii) No order imposing any of the penalties of censure fine and withholding of increments shall be imposed, except after the employee concerned is informed in writing of the proposal to impose such a penalty and has been given an opportunity

to make any representation he may wish and such representation is taken into consideration by the Authority in imposing penalty.

Provided that the penalty of fine may be imposed only on Attenders/Chairman.

(a) In every case where it is proposed to impose on a member of a service any of the following penalties;

(b) Reduction to a lower rank in a seniority list or to a lower post or time scale, or to a lower stage in time scale;

(2) Compulsory retirement;

(3) removal from service; or

(4) dismissal from service;

the Authority competent to impose the penalty shall appoint an enquiry officer, who shall be superior in rank to the person on whom it is proposed to impose the penalty or shall itself hold an enquiry either suo moto or on a direction from the higher authority.

(iv) 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 orders and such cases, He shall be required, within a reasonable time, to file a written statement of his defence and to state whether he desires an oral enquiry or only to be heard in person or both. The person charged may, for the purpose of preparing this defence, be permitted to inspect, and take extracts from such official records as he may specify, provided that the enquiry Officer may, for reasons to be recorded in writing, refuse such permission, if in his opinion, such records are not relevant for the purpose, or it is against public interest to allow access thereto. An oral enquiry, shall be held if such an enquiry is desired by the person charged or is decided by the authority concerned. At that enquiry, oral evidence shall be heard as to such of the

allegations as are not admitted and the persons charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer or officers conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to file, call a witness. After the enquiry is completed, the person charged shall be entitled to file, if he so desires, any further written statement of son charged desires to be heard in person, a personal son charged desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain the charges framed against the person charged along with the grounds of charge written statement filed in defence, if any, a sufficient record of evidence and the statement of the findings of the enquiry officer on the different charges and the grounds thereon.

(v) After the enquiry report referred to in sub clauses (iv) has been completed and after the Authority competent to impose the penalty has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause within a reasonable time ordinarily not exceeding one month against the particular penalty proposed to be imposed. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed.

**NOTE :—**

The authorities competent to impose the penalties on the employees of the Authority shall be the appointing authority or any higher authority specified in Annexure-III

(vi) Except under very special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred, no pleader or Agent shall be allowed to appear either on behalf of the authority/or on behalf of the person charged before the enquiry officer.



Provided that when a request is made by the person charged for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted the enquiry officer or the officer to whom an appeal has been preferred shall allow the person charged to be represented by a counsel.

(vii) Provisions of the above sub-rule shall not apply where it is proposed to impose on a member of the service any of the penalties on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose penalty is satisfied that for some reasons to be recorded by the authority in writing, it is not reasonably practicable to hold such enquiry or give such opportunity.

(viii) Where in any case a higher authority has imposed or declined to impose a penalty, a lower authority shall have no jurisdiction to proceed under this regulation in respect of the same case. When in any case a lower authority has imposed a penalty or exonerated a member of a service, it shall not debar a higher authority from exercising his powers under these regulations in respect of the same case. The order such higher authority shall supersede any order passed by a lower authority in respect of the same case.

## (2) SUSPENSION :

(i) An employee may be placed under suspension by the appointing authority or any other authority superior to the appointing authority from service pending investigation or enquiry into grave charges, where such suspension is necessary in the public interest.

(ii) 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 from the date of detention, by an order of the authority competent to impose the suspension and shall remain under suspension until further orders.

3. 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 been made the order or by any authority to which that authority is subordinate.

4. (i) where an employee has been suspended by the appointing authority other than the Authority and 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 6 months from the date of suspension, the fact shall be reported to the Authority for such orders as it may deem fit.

(ii) An order of suspension made on an employee and every order imposing on him any penalty under these regulations shall :—

(a) if he is on duty be served on him by delivering or tendering it in person.

(b) if he is on leave or under suspension or otherwise absent be communicated to him by registered post acknowledgement due to the address given by him, if any, or of his usual place of residence.

(c) if it cannot be so served or communicated be published in the Andhra Pradesh Gazette.

5. An employee under suspension shall be eligible for subsistence allowance not exceeding half of his basic pay plus allowances there on for the first 12 months of the period of the suspension.

(a) The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months. if, in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee.

(b) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the

subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.

(c) No payment under the above regulation shall be made unless the employee furnishes a certificate that he is not engaged in other employment, business or profession, or vocation.

6. Where an employee who has been removed, dismissed or suspended is reinstated, the authority competent to reinstate shall consider and make specific order as to :—

(a) the pay and allowances which shall be paid to the employee for the period of absence from duty; and

(b) whether or not the said period shall be treated as a period spent on duty.

7. Where the competent authority holds that the employee:—

(a) has been fully exonerated or in the case of suspension that it was un-justifiable the employee shall be granted the full pay and allowances to which he should have been entitled had he not been dismissed removed, or suspended as the case may be.

(b) in all other cases the employee shall be granted such proportion of such pay and allowances as such competent authority may direct.

(c) in a case falling under clause (a) the absence from duty shall for all purposes be treated as period spent on duty.

(d) in a case falling under clause (b) the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be treated for any specific purposes.

#### 8. APPEALS :

An employee shall be entitled to appeal as herein provided and not otherwise from a original order passed by a competent authority.

(i) (a) Imposing on him any of the penalty specified in regulation No. 14.

(b) Denying or varying to his disadvantage his pay allowances or other conditions of service as regulated by any regulation or by agreement.

(c) Interpreting to his disadvantage the provisions of any regulation or agreement.

(ii) An employee may appeal against the orders referred to in sub-clause (a) of clause 14 (ii) to the appellate Authority specified in Annexure-III to these regulations.

(iii) An employee may appeal against an order referred to at sub-clause (b) and (c) of clause (ii) of regulation 14 to the 'Authority' in the case of orders passed by Vice-Chairman or any other competent authority and to the Government in the case of orders passed by the "Authority".

9. No appeal under this section shall be entertained unless it is submitted within a period of 3 months from the date of receipt of the applicant of the order appealed against, provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

10. Every person preferring an appeal shall do so separately and in his own name.

11. Every appeal preferred under these regulations shall contain all the material statements and arguments relied on by the appellant and shall be complete in itself, but shall not contain any dis-respectful or improper language. Every such appeal shall be presented to the authority to whom the appeal lies.

12. The appellate Authority shall consider :

(a) Whether the facts on which the order was based have been established ;

(b) whether the facts established afford sufficient ground for taking action; and

(c) Whether the penalty is excessive, adequate or inadequate.

(i) Provided that order enhancing the penalty shall be passed unless the appellant is given an opportunity of making representation on enhancing the penalty proposed; and

(ii) If the enhanced penalty which the appellate authority proposed to impose is one of the major penalties and an enquiry under regulation No. 3 has not already been held in the case, the appellate authority shall subject to the provisions of that regulation hold such an enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity, pass such orders as it may deem fit.

(iii) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these regulations before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty, may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

13. The authority to which an appeal against an order imposing any of the penalties specified in regulation 3 lies or a higher authority may of its own motion or otherwise, call for the records of the case in a disciplinary proceedings review any order in such a case and pass such orders as it deems fit, as if an employee had preferred an appeal against such order.

#### 14. AUTHORITY'S POWER TO REVIEW :

Notwithstanding anything contained in these regulations the Authority may on its own motion or revise any order which is made or is appealable otherwise after calling for the records of the case, under these regulations and:

(a) Impose any penalty or confirm, modify or set aside the order; or

(b) Remit the case to the authority which made the order or to any other authority directing for such further action of inquiry as it considers proper in the circumstances of the case; or

(c) Pass such orders as it deems fit,

Provided that—

(i) an order imposing or enhancing a penalty shall not be passed unless the employee concerned has been given an opportunity of making any representation which he may wish to make against such penalty and

(ii) if the Board proposes any of the penalties in items 2, 3 and 4 of regulation 3 (iii) in a case where an enquiry in accordance with the provisions of the Regulations 3 has not been held, it shall direct that such inquiry be held thereafter on consideration of the proceedings of such inquiry pass such orders as it may deem fit.

#### 15. INTERPRETATION :

If any doubt arises in regard to the application of the regulations in this part the matter shall be referred to the Vice-Chairman whose decision shall be final.

Sd-/

T. N. R. RAO

Secretary to Government.

# Hyderabad Urban Development Authority

## Medical Reimbursement Regulations, 1979

Issued in GO.MS. NO. 596 MA dt 4-9-1980

1. These regulations, may be called the Hyderabad Urban Development Authority (Medical Reimbursement) Regulations, 1979.

2. In these regulations unless the context otherwise require

(a) 'Authority' means the Hyderabad Urban Development Authority or any officer authorised by such Authority.

(b) 'Authorised Medical Attendant' means a Medical Officer attached to a Government Allopathic, Ayurveda, Unani or Homeopathy or Naturopathy hospital or dispensary in the State or any registered medical practitioner, who is on the panel of doctors to be approved by the Authority.

(c) Family means :

(i) in the case of male employee, his parents, wife legitimate children, residing with and wholly dependent on him.

(ii) in case of woman employee her parents, husband and children residing with and wholly dependent on her.

(d) 'Hospital' means a Government hospital, dispensary in Allopathy/Ayurvedic/Unani/Homeopathy/Naturopathy and includes any special hospital in the State or any Medical Institution recognised by the Authority or any nursing home.

(e) 'Patient' means an employee of the Authority or any member of his/her family and to whom these regulations apply to and who has fallen ill.

3. All the claims for reimbursement by the employees and correspondence pertinent thereto shall be disposed by the Secretary of the Authority and his orders shall be final.

The claim for reimbursement of expenses in respect of parents should be accompanied by a declaration in certificate No. 1 in the appendix.

#### 4. **Medical Treatment : means and includes**

(a) Consultation.

(b) Conduct of pathological/bacteriological/radiological/surgical tests etc..

(c) Purchase of medical appliances like optical lenses, hearing aid, artificial limbs and such other articles as may be useful to the employee in the efficient discharge of his official duties.

(d) Purchase of medicines which specifically does not include cost of tonics.

(e) Purchase of any other things which the HUDA specifically authorises or permits.

#### 5. **Medical reimbursement**

All the employees of the Authority shall be eligible for reimbursement of the cost of or expenditure incurred towards medical treatment including pre and post natal treatment or themselves or their dependent family members.

For the purpose of reimbursement, the expenditure incurred on an account of the following items by the employees may at the discretion of the authority be allowed.

(a) Consultation with any doctor or a Specialist, other than those on the panel of medical attendants.

(b) Advanced Diagnosis tests like pathological, bacteriological or radiological etc.



(c) Medicines with the explicit exclusion of tonics, food or toilet.

(d) Purchase of optical lenses, hearing aid or artificial limbs which would help the employee to discharge his official duties efficiently.

(e) Acquisition of any other thing or articles service etc. which the HUDA specifically authorises or permits.

6. All claims for refund of expenses incurred on account of the purchase of the medicines should be preferred in the manner indicated in appendix.

### **7 Consultation with Specialists or Colleagues**

If the authorised medical attendant is of opinion that the case of the patient is of such serious or special nature as to require medical attendance by some person other than himself or that the patient requires anti-ravic or such other specialised nature he may with prior approval of the Vice-Chairman, HUDA undertake journey and such employee shall be eligible for T.A. & D.A as allowed to him under normal T.A. Regulations of HUDA.

8. All employees of the Authority are eligible for reimbursement of actual expenses incurred towards medical treatment subject to a limit of one Month's basic pay of that individual on production of necessary vouchers or bills duly certified by the authorised Medical Attendant during the course of one financial year.

9. If any doubt as to the application interpretation of these regulations, nature of treatment arises, the matter may be placed before the Vice-Chairman and his orders shall be final.

### **APPENDIX-I**

All cases requiring special sanction or relaxation, clarification or interpretation of these regulations should be referred to the Vice-Chairman, HUDA for orders.

Any claim which has been preferred six months after the last date of the period of treatment shall ordinarily be rejected.

Claim for reimbursement should be preferred in the prescribed form and should be accompanied by an essentiality Certificate from the Medical officer incharge of the Case in the hospital.

Application for claiming refund of medical expenses incurred in connection with Medical attendance and treatment of HUDA employees and their families.

# Hyderabad Urban Development Authority

**Bill for reimbursement of Medical expenses :**

Name of the employee

Designation and pay

Treatment undergone by

(Name & Relationship of the employee)

(a) Name of the Medical Attendant with qualification.

Additional particulars

to be furnished in case (b) Nature of treatment

payment of consultation (c) First consultation fee and/or second fee to the Medical consultation fee.

Attendant.

(d) Amount of consultation fee paid to Medical attendant.

Counter signature of

Authorised medical

attendant.

Signature of the employee

### PARTICULARS OF BILL (S) ATTACHED

BILL (S)				
Sl. No	Name of Doctor/ Medical Stores	No.	Date	Rs. Ps.
		Total		

## CERTIFICATE - I

I hereby declare that my father/mother has no property of his/her own and that he/she is wholly dependent upon me.

Signature

## CERTIFICATE - II

I hereby declare and certify that the amount claimed in these bill (s) were not claimed and received previously.

Countersigned Kindly reimburse Rs.

(Rupees

Signature of

Medical Attendant.

only) towards cost of medicines purchased / incurred by me and consultation fees paid to the Medical Attendant.

Place:

Date:

Signature of employee.

(For use in Accounts Section only)

Bill No.

Voucher No.

Date.

Date.

Medical expenses register page No.

Debit : Staff medical expenses A/c Rs.

Amount claimed Rs.

Amount passed Rs.

Pay Rs. (Rupees

only)

A. A. O

C. A. O.

Balance amount available after admitting the present Rs.

Received Rs. (Rupees

only) by cash, Cheque No.

, date.

Paid by cash/Cheque No.

, date

(Signature with date)

A.A. O.

# Hyderabad Urban Development Authority

## Staff (Festival & Marriage Advance) Regulations

(Issued in GO.MS. No. 7 MA Dt. 6-1-1982)

### Short title and application:

1. i) These regulations may be called the Hyderabad Urban Development Authority Staff (Festival and Marriage Advance) Regulations.
- ii) They shall come into force with effect from 2-10-1975.
- iii) Except as otherwise provided by or under these regulations they shall apply to all persons appointed to any post in HUDA except those who are employed on contract or on daily wages.

### 2. DEFINITIONS:

- (a) 'Authority' means the HUDA and in relation to any power exercisable by it.
- (b) 'Vice-Chairman' in relation to any powers exercisable by him and includes any officer who is authorised to exercise powers and functions of the Vice-Chairman during the temporary absence of the Vice-Chairman.
- (c) "Employee" means any person employed by the Authority but does not include a person employed on daily wages, on casual basis or on part-time basis or on contract basis.

### 3. FESTIVAL ADVANCE:

- (i) The Festival Advance may be sanctioned on the occasion of any one of the festivals declared as holidays or such other further festivals as may be approved by the

Authority. The Advance may be drawn two weeks immediately preceeding the festival.

- (ii) No employee of the Authority shall be eligible to receive more than one festival advance during the course of financial year and no further advance shall be sanctioned until the earlier festival advance is completely recovered.
- (iii) Temporary employees who have put in a minimum service of one year shall also be eligible for the sanction of advance, subject to the condition that they will obtain sureties from those who are in permanent appointment.
- (iv) When wife and husband are employed one is eligible for advance.

#### 4. MARRIAGE ADVANCE

- (i) Advances will be sanctioned to employees for the celebration of the marriage of themselves and their sons and daughters.
- (ii) (a) In the case of marriage of a female employee or daughter of an employee the advance will be limited to fifteen months pay or rupees three thousand whichever is less.
- (b) In the case of marriage of a male employee or son of an employee the advance will be limited to fifteen months pay or rupees one thousand five hundred which ever is less.
- (iii) (a) Permanent employee : and non-permanent employees employed in a regular capacity who have put in a total regular service of not less than five years at the time of application are eligible for the advance. Employees on leave other than extraordinary leave without allowances are eligible to apply for the advance. If an employee's wife / husband or his/her father or mother is also an employee only one of them will be entitled to the advance for the same marriage in their family.

- (b) Where the applicant for marriage loan happens to be a regular employee his continuous temporary service immediately preceeding his regular appointment may also be counted towards the requirements of five years under this rule
  - (c) When the total amount of deductions of an employee including the amount of instalment recoverable in respect of the advance if sanctioned under these rules, is to exceed one third of the total emoluments, such a person shall not be eligible for advance under these rules.
  - (d) No second or subsequent advance shall be sanctioned to an employee when a previous advance is pending recovery.
  - (e) The sanction of the advance shall be subject to the availability of Funds and the advance can not be demanded or claimed as a matter of right.
- (iv) (a) An application for advance shall be made in Form No. 1 appended to these regulations and shall be duly accompanied by an agreement in Form II appended to these regulations. The application with the agreement should be submitted to the Vice-Chairman.
- (b) No application for an advance shall be entertained before six months of the anticipated date of the marriage.
  - (c) No application shall be entertained from an employee under suspension and no advance shall be sanctioned or disbursed to an employee under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from service.
  - (v) The Administration Department of the Authority shall determine the amount of advance that has to be sanctioned in each case as may be found admissible under these regulations and accord sanction to the extent of

full eligible amount subject to availability of funds. The agreement submitted along with the application shall also be signed while sanctioning the advance.

- (vi) The advance shall be drawn and disbursed not earlier than two months of the anticipated date of celebration of the marriage for which it is sanctioned.
- (vii) The advance shall be disbursed by the disbursing Officer only after obtaining personal security Bond in Form III appended to these regulations duly executed by the borrower and another permanent employee as surety drawing a pay not less than that of the borrower and not retiring before complete repayment of the advance with interest guaranteeing the repayment of advance. The personal security bonds should in all cases be submitted to the authority sanctioning the advance.
- (viii) The advance shall bear simple interest at 18/1/2% in the case of Gazetted Officers, 7/1/2% in the case of N. G. Os and 6/1/2% in the case of Class IV employees, per annum, subject to revision by the Authority from time to time.
- (ix) (a) The loan shall be recoverable in not more than 80 (Eighty) monthly instalments. The recovery shall be regulated in such a manner that advance together with the interest thereon is fully recovered from the pay of the employee before his retirement. The recoveries shall be in whole rupees which shall be effected from the pay or leave salary bill of the employee by compulsory deduction, irrespective of the fact whether the employee is on duty or on leave.
- (b) The recovery of the monthly instalments of the advance shall commence from the pay bill of the employee concerned for a calendar month immediately subsequent to the month in which the marriage has been celebrated or from the Pay bill of the third calendar



month subsequent to the drawal of the advance whichever is earlier. No extension of time for commencement of recovery will ordinarily be granted.

- (b) The recovery of interest shall commence on completion of the recovery of the principal. If the amount of interest does not considerably exceed the amount of the monthly instalment fixed for the recovery of the principal, it shall be recovered in one instalment. Otherwise it shall be recovered, in amounts not exceeding the monthly instalments fixed for the repayment of the principal.
- (x) (a) The advance received by an employee if not utilised for the purposes for which it has been sanctioned within three months from the date of drawal shall be refunded to the Authority in one lumpsum together with the interest due thereon. No extension of time for utilisation of the advance will ordinarily be granted.
- (b) The advance granted to an employee shall be subject to summary recovery if it is subsequently proved that it was not utilised for the purpose for which it was sanctioned. In such cases penal interest at 1 1/2 times the ordinary rate shall be chargeable till the day of advance.
- (c) In cases where an employee who had drawn the advance dies before the repayment is completed the outstanding balance and the interest due shall be the first charge on the Gratuity payable to the legal heir or heirs of the borrower as stipulated in the Agreement.
- (xi) The employee receiving the advance shall submit to the sanctioning authority a certificate of utilisation in Form IV appended to these rules within one month from the date of drawal of the advance, whichever is earlier. If the actual expenditure incurred on account of the marriage is less than the advance drawn, the difference should be refunded to Authority forthwith.
- (xii) Accounts Wing will provide the necessary funds in the Budget.

## FORM - I

Form of application for the Sanction of advances for the celebration of marriages.

1. Name of applicant (in block letters)
2. Designation of applicant and the wing in which working
3. (a) whether permanent and if so the particulars of the permanent post  
(b) If not permanent the date of first regular appointment in Authority  
(c) Total period of regular service
4. Amount of advance applied for
5. Number of monthly instalments which the advance may be recovered (not more than 80)
6. Residential address
7. Permanent address
8. Date of birth
9. Scale of pay of the present post
10. Basic pay in the present post
11. Gross monthly salary (with details)
12. Particulars of deductions from gross pay and amounts deducted
  - (i) General provident Fund
    - (a) Subscriptions
    - (b) Recoveries towards temporary advance.
  - (ii) Festival advances
  - (iii) Conveyance advances for bicycle motor cycle/scooter/Motor Car.

- (iv) House Building Advances
  - (v) Other recoveries
    - (a) Khadi, Handloom Cloth
    - (b) Postal Life Insurance
    - (c) Salary Savings Scheme under LIG
    - (d) Recoveries towards the co-operative Credit Society or bank etc.
    - (e) Recoveries towards the loans taken from bank.
    - (f) Other Items :
13. Net Salary received
  14. Date of marriage
  15. For whose marriage the advance is applied for (Self/Daughter/son)
  16. Name and occupation of the son or daughter for whose marriage advance is applied for
  17. If the advance is for the marriage of the employee himself/her self whether father or mother of the applicant is an employee of the Authority.
    - (i) if so has any of them applied for the advance or has been sanctioned an advance for this marriage.
  18. Whether the applicant has already applied for or was sanctioned any marriage advance or any application for the advance rejected previously.
    - (i) Amount of such advance
    - (ii) Number and date of order in which such advance was sanctioned

- (iii) Whether any amount of such advance is outstanding repayment (principal and interest to be shown separately)

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Station :

Signature

Date

## Marriage Advance Form No. II

### Form of Agreement to be Executed at the time of Applying For Marriage Advance.

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ one  
thousand nine hundred and \_\_\_\_\_

Between : \_\_\_\_\_ of

(hereinafter called the Borrower, which expression shall include his heirs administrators, executors and legal representatives) of the one part and the Vice-Chairman (hereinafter called Authority which expression shall include his successors and assigns) on the other part.

Whereas the Borrower has under the rules for the grant of marriage advance to employees issued in (herein-after referred to as the said regulations which expression shall include any amendments thereof or additions there to for the time being in force applied to the Authority for an advance Rs.

for the celebration of marriage of self/daughter/son on the terms and conditions hereinafter contained and whereas the application of the borrower for the said loans is being considered by the Authority. Now it is HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. \_\_\_\_\_ to be paid by the Authority sanction the said loan the Borrower, if and when the Authority sanction the said loan the Borrower hereby agrees :

1. To pay the Authority the said amount with interest calculated according to the said regulations by monthly deduction from his salary as provided in the said regulations and hereby authorises the Authority to make such deductions.

2. Within three months from the date of drawal of the advance to expend the full amount of the said loan in the cele-

bration of the aforesaid marriage and if the actual expenditure incurred is less than the advance to repay the difference to the Authority forthwith and ;

3. In the event of Borrower's reversion from Authority's service before the advance drawn together with interest is fully repaid repay to in one lumpsum the amount outstanding and the interest due before the borrower is actually relieved from the Authority service,

4. To refund forthwith the amount of advance together with interest in one lumpsum if the aforesaid marriage could not be celebrated or the amount of advance could not be utilised for the purpose for which it was sanctioned ; and

5 If within the period already fixed for recovery the principal and interest thereon the Borrower becomes insolvent quits the services of the Authority or dies, the whole amount of the advance and interest accrued thereon or such portion of the amount as stands outstanding with interest shall immediately due and payable, and it is HEREBY FURTHER AGREED AND DECLARED THAT IF THE BORROWER DIES BEFORE THE ADVANCE is repaid to have the balance outstanding together with interest due, recovered from the Gratuity payable by the Authority to the legal heirs of the borrower.

In WITNESS WHERE OF BORROWER AND for and on behalf of the Authority have hereunto set their hands.

Signed by the said in the presence of (Signature & designation of the borrower)

1. First witness, address, occupation
2. Second witness, address, occupation.

Signed by (Name and designation acting for and on behalf of and by the order and direction of the Authority in the presence of

(Signature of witness)

Signature and designation of officer of the Authority

1. First Witness, address, occupation,
2. Second witness, address, occupation

Name and designation of the borrower.

APPENDIX - III  
(Form III)

FORM OF PERSONAL SECURITY BOND TO BE EXECUTED BY AN EMPLOYEE APPLYING FOR A MARRIAGE ADVANCE ALONG WITH A PERMANENT EMPLOYEE AS SURETY.

KNOW ALL MEN BY THESE PRESENTS THAT We,

Sri \_\_\_\_\_ son of Sri \_\_\_\_\_ and  
 Sri \_\_\_\_\_ son of Sri \_\_\_\_\_ surety  
 of \_\_\_\_\_ are held and firmly bound up to the HUDA

for the sum of Rs. \_\_\_\_\_ to be paid to the HUDA (herein-after called the Authority) their successors or assigns or their certain attorneys for which payment to be well and truly to be made we bind ourselves and each of us and each of our heirs, executors, administrators and legal representatives firmly by these presents.

WHERE AS the above bounded \_\_\_\_\_ who at present holds the Office of \_\_\_\_\_ has applied to the Authority for the purpose of celebrating the marriage of \_\_\_\_\_

AND WHEREAS AS the Authority have agreed to sanction the said advance upon the said Sri

and the above bounded Sri

holding the office of as his surety entering into a bond in the above mentioned sum of Rs.

with such conditions as is hereunder written for the repayment of the said advance as and when they fall due and for the observance and performance by the said

of the several conditions as hereunder laid down in the regulations relating to the advance issued in or any modifications thereof relative to the above said advance.

Now the above written bond is conditioned to be void in either of the cases following :-

(1) If the said his heirs, executors, administrators or legal representatives shall from time to time and at all times hereafter well and truly pay or cause to be paid to the HUDA all such sums of money as shall from time to time become due and owing to the HUDA from the said in respect of the advance above mentioned and when such sum or sums of money shall respectively become due and payable.

(2) If the said shall at any time or times hereafter made default in payment of any such sums or sum of money as aforesaid. the said or his executors, administrators and legal representatives shall within the space of one calendar month after receiving notice in writing of such default and of the amount thereof from the Authority the sum of money stated in the said notice to be and being the amount of the said default.

Signed, sealed and delivered  
(bounden)

presence of witness

By the said in the  
(signature of the bounden)

By in the

(Signature of the surety)



1.

2.

Signed, Sealed and delivered the said (Surety),  
Presence of.

Witness.

FORM - IV  
UTILISATION CERTIFICATE

I employed as \_\_\_\_\_ hereby certify that the  
in the HUDA \_\_\_\_\_ (Rupees  
marriage advance of Rs. \_\_\_\_\_  
only] sanctioned to me in  
dated the \_\_\_\_\_ 19 \_\_\_\_\_ has been  
fully utilised by me for meeting the expenses incurred in conn-  
ection with the marriage of \_\_\_\_\_ celebrated on  
\* less the sum of Rs. \_\_\_\_\_ refunded by me under  
rule (i) of the marriage advance.

Witness :

(1)

(2)

Signature of the Borrower

\* To be scored out if no amount has  
been refunded.

**THE HYDERABAD URBAN DEVELOPMENT  
AUTHORITY**

**REGULATIONS RELATING TO THE SUMMONING  
AND HOLDING OF MEETINGS OF THE AUTHORITY  
AND MODE OF TRANSACTING BUSINESS**

G. O. (Ms). No. 79 M.A.,

Dated : 19-2-1976

Health Housing & Municipal Administration Department.

Read the following :

1. G.O. Ms. No. 409 M.A., dated 25-9-75.
2. From the Director of Municipal Administration, Hyderabad, D.O. letter dated 25-10-1975.
3. From the Vice-Chairman, Hyderabad Urban Development Authority, Hyderabad, D.O. Lr. No. 58/75/Peshi, dated 18-12-1975.

**Order :**

Under sub-section (1) of Section 59 of the Andhra Pradesh Urban Areas (Dev). 1975 (Act 1 of 1975) the Government approved the Regulations relating to the summoning and holding of meetings and mode of transacting business there at of the Hyderabad Urban Development Authority as shown in the appendix to this order.

2: The Regulations appended to this order shall come into force with immediate effect.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR  
OF ANDHRA PRADESH)**

Sd- /

M. R. PAI,

Secretary to Government.

## APPENDIX

## Regulations:

- 1 (i) These Regulations may be called the Urban Development Authority for the Hyderabad Development Area (summoning and holding of meetings and mode of transacting of business) Regulations, 1976.  
  
(ii) They shall come into force at once.
2. The Authority shall have an office and shall meet therein for the transaction of business at least once in two months, upon such days and at such times as it thinks fit
3. The vice-Chairman shall convene all meetings of the Authority in consultation with Chairman of the Authority in regard to time and date of the meeting.
4. No meeting shall be held unless notice of the day and time when the meeting is to be held and of the business to be transacted there as has been given at least seven clear days before the day of the meeting.
5. In case of urgency a meeting may be convened on giving shorter notice than that specified in regulation 4.
6. The Vice-Chairman shall cause the agenda for the meeting prepared and circulated among the members.
7. The quorum for the meeting shall be one third of the number of the members then on the authority.
8. Every meeting shall be presided over by the Chairman and in the absence of the Chairman, the Vice-Chairman and in the absence of both the Chairman and the Vice-Chairman, by any member chosen by the members present at the meeting from among themselves.
9. If no quorum is present at a meeting, the Chairman shall adjourn the meeting to such time on the following day or some other future day as he may fix. A notice of the meeting so fixed shall be posted in the office of the Authority. The

value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the Vice Chairman. Provided that any such transaction conducted otherwise than through regular or reputed dealer shall be with the previous sanction of the Vice Chairman.

- 3) Nothing in sub-rule (2) shall apply to any purchase made by a employee for the performance of weddings, religious or social functions.
- 4) No employee shall engage in any transaction which is of a speculative character relating to the purchase, sale or exchange of any immovable or moveable property.
- 5) Every employee, other than those belonging to category IV viz., Attenders, Chairman, Record Assistants and Drivers, shall on first appointment in the HUDA and thereafter before 15th January, of each year, submit to the Vice Chairman a declaration in the form given in the Annexure, of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or, in the name of any other person; The declaration shall contain such further information as may, by a general or special order, require. If, in any year, a employee has not acquired or disposed of any immovable property or any interest therein, he shall submit a declaration to that effect.
- 6) The Vice Chairman or any authority empowered by him in this behalf may, at any time, by general or especial order require an employee to submit, within a specified period, a full and complete statement of all immovable property and movable property, of the specified value, held or acquired by him or by any member of his family. Such Statement shall, include particulars of the means by which, or the sources from which, such property was acquired.

- a) lend or borrow or deposit money as a principal agent to, or from, or with, any person or firm or private limited company within the local limits of his authority with whom he is likely to have official dealing or otherwise place himself, under pecuniary obligation to such person or firm; or
- b) lend money to any person at interest or in a manner whereby return in money or kind is charged or paid.

Provided that a employee may give to, or accept from a relative or a personal friend a purely temporary loan of small amount free of interest or operate a credit account with a bona-fide tradesman or make an advance of pay to his private employee.

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by a employee with the previous sanction of the Vice Chairman.

- 2) An employee shall so manage his private affairs as to avoid habitual indebtedness or Insolvency. An employee who is involved in involved in legal proceedings for insolvency shall forthwith report the full facts to the Vice Chairman.

**9) Acquiring or Disposing of Immovable or Movable property :**

- 1) No employee shall, except after previous intimation to the Vice Chairman acquire or dispose of, or permit any member of his family to acquire or dispose of, any immovable property by exchange purchase, sale, gift or otherwise, either by himself or through others.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of the Vice Chairman.

- 2) An employee who enters into any transaction concerning any movable property exceeding rupees one thousand in

- ii) receive any address or accept any felicitation or entertainment held in his honour;
- a) provided that nothing in the sub-rule shall apply to :-
- a) gifts of flowers or fruits of trifling value;
  - b) gifts of a value reasonable in all circumstances of the case, from relations, and gifts of a value of less than fifty rupees from personal friends presented to a employee or to any member of his family on ceremonial occasions such as weddings;
  - c) the performance of an occasional service of a trifling character.
  - d) the sitting for a group photo with officers and the members of the staff of his office.
- iii) stay in any Guest House Owned by a private person and enjoy his hospitality.
- 2) If any question arises whether the receipt of a gift or the performance of a service places the employee under any kind of official obligation or embarrassment the decision of Vice Chairman thereon shall be final.
  - 3) No employee shall receive any towel, key, scissors, or other similar article offered to him in connection with any ceremonial function such as the laying of foundation stone or the opening of a building.

#### 7) Subscriptions :

No employee shall, except with the previous sanction of Government, ask for, or accept, or in any way participate in the raising of, any subscriptions or other pecuniary assistance in pursuance of any object, whatsoever.

#### 8) Lending, Borrowing and Insolvency :

- 1) No employee shall, save in the ordinary course of business with a bank or a public limited company, himself or through any member of his family or any person acting on his behalf;

**Joining of Associations by Employees :**

3. No employee of the Authority shall join or continue to be member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or Public Order.

**Strikes :**

4. No employee of the Authority shall participate in any strike or similar activities or incitement thereto.

**Explanation:—** The expression "Similar Activities" shall be deemed to include—

- i) absence from duty or work without permission
- ii) neglect of duty with the object of compelling any superior officer or authority to take or omit to take an official action;
- iii) any demonstrative fast, like "hunger strike with the object mentioned item" (ii) or
- iv) concerted or organised refusal on the part of employees to receive their pay.

**5. Demonstrations :**

No employee shall participate in any demonstration which is against the interests of the sovereignty and integrity of India or Public Order.

**Gifts, Services, Entertainments etc.**

- 1) No employee shall:—

- i) accept, or permit any member of his family to accept from any person any gift, the receipt of which, or any service the performance of which, will place such employee under any kind of official obligation or embarrassment in relation to any person; if, however, the offer of a gift cannot be refused without giving undue offence to the donor, it may be accepted and the matter reported to the Vice Chairman for decision as to its disposal; or



- v) "Member of the family" in relations to an employee includes the spouse, son, daughter, step-son or step-daughter of such employee, whether residing with such employee or not, and any other person related to, and residing with such employee; but does not include a spouse legally separated from such employee, or a son, daughter, step-son or step-daughter who is no longer in any way dependent upon such employee or of whose custody such employee is deprived by law.
- vi) Words importing the masculine in general shall be taken to include the feminine, if circumstances so require.

### 3) General

- 1) Every employee shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
- 2) No employee shall behave in a manner which is unbecoming of such employee or derogatory to the prestige of the Authority.
- 3) No employee shall act in a manner which will place his official position under any kind of embarrassment.
- 4) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction obtain the direction in writing, wherever practicable and where it is not practicable to obtain the direction in writing shall obtain written confirmation of the direction as soon thereafter, as possible. It shall be incumbent on such official superior to confirm in writing the oral directions given by him, and in any event, he shall not refuse such written confirmation when a request is made by the employee to whom such direction was given.

**Explanation :-** Nothing in sub-rule (4) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of an official superior where, such instructions are not necessary under the distribution of powers and responsibilities.

# HYDERABAD URBAN DEVELOPMENT AUTHORITY

## STAFF CONDUCT REGULATIONS

(Issued in G.O.M.S. No. 835 MA at 13-8-1979)

### 1) Short Title, Commencement and Application :

- i) These regulations may be called the HUDA staff (Conduct) Regulations, 1975.
- ii) They shall be deemed to have come into force with effect from 2.10.1975.
- iii) They shall apply to all employees of the Authority whose conditions of service may be regulated by the Authority except to the extent otherwise expressly provided by a regulations or the order of the Authority or by a contract agreement subsisting between such employee and the Authority.

### 2) Definitions :

In these regulations unless the context otherwise requires :-

- i) "Authority" means the HUDA in relations to any powers exercisable by it and includes any committee thereof.
- ii) "Vice-Chairman", in relation to any powers exercisable by him includes any Officer who is authorised to exercise the powers and functions of the Vice Chairman during the temporary absence of the Vice Chairman.
- iii) "Competent Authority" means a committee or any other person authorised by the Authority in that behalf.
- iv) "Employee" means a person employed by the Authority but does not include a person employed on daily wage, or on a casual, or part-time basis or on contract basis.

certain modifications to the Urban Development Authority for the Hyderabad Development Area (Summoning and Holding of Meetings and Mode of transacting of Business) Regulations, 1976 in regard to the following, as resolved by the Hyderabad Urban Development Authority in resolution No. 262/76 passed at its 16th Meeting held on 6-8-1976:

1. **Regulation 4** : Notice of ordinary and urgent meetings.
2. **Regulation 6** : Preparation and circulation of agenda of the meetings.
3. **Regulation 7** ; Quorum for the meetings of the Authority.
4. New Regulation providing for the requisitioned meetings of the Authority.

The Government have considered the proposal of the Hyderabad Urban Development Authority and agree to the modification suggested to regulation No. 7 of the Urban Development Authority for the Hyderabad Development Area (Summoning and Holding of Meetings and Mode of transacting of Business) Regulations, 1976 which will be read as follows :

“Regulation 7 : No business shall be transacted at a Meeting of the Authority unless there be present at least one third of the number of members then existing on the roll of the Authority or five, whichever is less”.

2. Modifications to other regulations No. 4 & 6, and to provide for the requisitioned meetings of the Authority are not considered necessary by the Government.

BY ORDER AND IN THE NAME OF THE GOVERNOR OF  
ANDHRA PRADESH

Sd- /

G. V. Ramakrishna,  
Secretary to Government.

business which could not be considered at the meeting so postponed for want of a quorum shall be brought before and disposed of at the meeting so fixed or at any subsequent adjourned meeting irrespective of whether there is a quorum or not.

10 All questions at a meeting shall be decided by a majority of votes of the members present and voting at the meeting and in case of equality of votes, the presiding Officer shall exercise a second or casting vote.

11. The minutes of the proceedings of each meeting shall be drawn up and recorded in a book to be provided for the purpose and shall be signed by the presiding officer.

12. The Vice-Chairman or any Officer authorised by him in this behalf shall have the custody of the proceedings and records of the Authority and may grant copies or extracts of any such proceedings and records on payment of such fees as the Authority, may, by general or special order determine. Such copies or extracts shall be certified by the Vice-Chairman or any Officer duly authorised by him in this regard.

**Modification :**

**MODIFICATION TO REGULATION 7**

G.O. Ms. No. 18. M.A.

Dated : 10-1-1977

HOUSING, MUNICIPAL ADMINISTRATION & URBAN  
DEVELOPMENT (I) DEPT.

Ref : 1. G.O. (Ms) No 79 M.A., dt. 19-2-76.

2. From the V.C. HUDA Lr. No. 58/AOM/HUDA/  
76 dt. 4-9-76 and 28-9-76.

**Order :**

The Vice-Chairman, Hyderabad Urban Development Authority has submitted to the Government for approval of

examinership or remuneration offered therefor by the Union Public Service Commission, Institution of Secretariat Training and Management of Government of India, the Andhra Pradesh Public Service Commission, the State Board of Technical Education and Training or the Board of Secondary Education, Andhra Pradesh or by any of the four Universities in the State of Andhra Pradesh, the Board of Intermediate Education Andhra Pradesh, subject to the condition that such work or examinership does not interfere with his official duties; but he shall not undertake or shall discontinue such work; examinership, if so directed by the Vice Chairman.

### 13, Publication Of Books:

No employee shall, without the previous permission of the Vice Chairman Publish any book; which is not purely of a literary, artistic or scientific character. while applying for permission to publish a book he shall submit to the Vice Chairman a manuscript copy thereof. Provided that an employee who Publishes a book with or without the previous of Vice Chairman shall not canvass for its sale in any manner and it shall also be open to Vice Chairman to insist on the sale of the copyright in any such book.

### 14) Communication of Official Documents or Information

No employee shall, except in accordance with any general or special order of Authority communicate directly or indirectly any official documents or any of its contents, or any official information, to any employee not authorised to receive the same, or to any non-official Person or the Press.

### 15) Connection With Press:

No employee shall, except with the previous sanction of the Vice Chairman, own wholly or in Part, or conduct or Participate in the editing or the management of, any newspaper or non-government Publication.

### 10) Private Trade, Business and Investments :-

- 1) No employee shall engage directly or indirectly in any trade or business save in the course of his official duties.

**Explanation :-** Canvassing by an employee in support of the business of Insurance Agency, Commission agency and the like owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.

- A. Every employee shall report to the Vice Chairman if any member of his family is engaged in trade or business or owns or manages an insurance agency or Commission agency.
- 2) No employee shall speculate in any investment.
- 3) No employee shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- 4) The decision of the Vice Chairman shall be final in respect of any question arising under this rule.

### 11) Promotion And Management of Companies in Private Capacity.

No employee shall in his private capacity, except with the previous sanction of vice Chairman take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force:

### 12) Private Employment.

No employee shall, except with the previous sanction of Vice Chairman undertake any employment or work other than that connected with his official duties; provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character or any

**16) Participation In Radio Broadcast And Contribution To Newspapers And Periodicals:**

- 1) No employee shall except with the previous sanction of the Vice Chairman or any authority empowered by him in this behalf or in the course of discharge of his official duties, participate in a radio broadcast or contribute any article or Write any letter, in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or Periodical.

Provided that no such sanction is necessary if such broadcast article or letter is a purely literary, artistic or scientific character or if such broadcast relates to a talk arranged under the general or special order of the Authority and the Government of Andhra Pradesh and the employee may accept the remuneration prescribed for such broadcasts, articles or letters.

**17) Evidence Before Committees or Any Other Authority:**

- 1) Save as provided in clause ( ) below, no employee shall except with the previous sanction of the Vice Chairman give evidence in any enquiry conducted by any person, committee, or authority.
- 2) No employee giving such evidence shall criticise the policy of the Authority.
- 3) Nothing contained in this regulation shall apply to evidence given before statutory committees which have the power to compel attendance and the giving of answers or to evidence given in judicial inquiries.

**18) Prohibition Against Participation In Politics And Standing For Election:**

- 1) No employee shall be a member of or be otherwise associate with any political party nor shall he take active part in politics or any political demonstration.

- 2) If any question arises whether any movement or activity falls within the scope of this regulation, the decision of the Vice Chairman thereon shall be final.

No employee shall canvass or otherwise interfere or use his influence in connection with or take part in an election to parliament or any house of the State legislature or local authority or body.

- i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted and.
- ii) an employee shall not be deemed to have contravened the provisions of this regulation by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation :- The display by an employee on his person, vehicle or residence, of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this clauses.

#### 19 Vindication of Acts and Character of an Employee as Such :

- 1) No employee shall, except with the previous sanction of the Vice Chairman, have recourse to the press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of a defamatory character in public.

#### 20 Working with or Under, Near Relatives in Authority Service :

- 1) Every employee shall inform his immediate official superior if another employee who is his near relative is to work under him.



