

MODULE ON DEPARTMENTAL PROCEDURES



TELANGANA
COMMERCIAL
TAXES
DEPARTMENT

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CAREER PATH



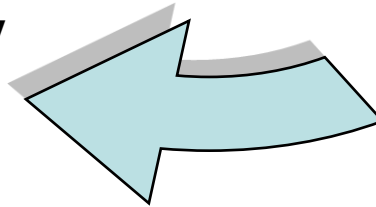
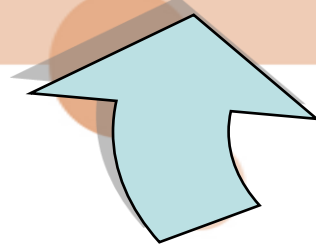
CAREER PATH



**Self
Assessment**

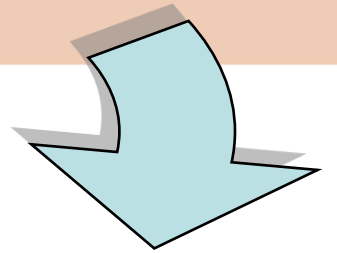
**Passion &
Commitment
towards work**

**CAREER
PATH**



Adaptability

**Never put end
to Learning**



INTRODUCTION

1. **SERVICE RULES**
2. **DISCIPLINE.**
3. **PROMOTIONAL OPPORTUNITIES.**

SERVICE RULES

1. The Telangana Commercial Taxes Service Rules, 1994
2. The Telangana Commercial Taxes Subordinate Service Rules, 1990.
3. The Telangana Ministerial Service Rules, 1998.
4. The Telangana Last Grade Service Rules, 1992.
5. The Telangana State and Subordinate Service Rules, 1996.

SERVICE RULES

The service matters of CT Department are governed by

1. The Telangana Commercial Taxes Service Rules, 1994, issued vide G.O.Ms.No. 360 Revenue (CT-I) Department, dt. 23-04-1994.
 - Applicable for all Gazetted cadres from DCTO.
 - Deals with Appointments, Probation, Training and Tests.
 - CTO Post is only the Direct Recruitee.
 - Other Cadres are filled through Promotion Channel only.

SERVICE RULES

- DCTO is Zonal Post and rest of the posts are State Cadre Posts.

Filling of CTO posts

1. 33 1/3% By Direct Recruitments
2. 53 2/3% By Promotions
3. 10% By Transfer from Section Officers
4. 3% By Transfer from the cadre of Superintendent (Gr-I)

SERVICE RULES

2. The Telangana Commercial Taxes Subordinate Service Rules, 1990, issued vide G.O.Ms.No. 81 Revenue (CT-I) Department, dt. 03-02-1990.

- Applicable for the post of ACTO Only.
- Deals with Appointments, Probation, Training and Tests.
- Total Rules 10
- Rule 3 deals with method of Appointment (10 Cycle).

- **Rule 6 deals with minimum service required is 3years for promotions.**
- **Rule 7 deals with Probation**
 - **for Direct Recruitment: it is 2 years on Duty within a continuous period of 3years**
 - **By Transfer : it is 1year with in a continuous period of 2years.**
- **Rule 8 deals with Training**
 - **For Direct Recrutees is 6 months**
 - **By Transfer/ promotion is 3months.**

- **Rule 9 deals with Tests**
 - **For Direct Recruits following tests should be passed with in the period of Probation.**
 - **Test :**
 - 1. Book - Keeping**
 - 2. Account Test for Sub-ordinates officers Part-I or Account Test for Executive Officers**
 - 3. Part-I, Commercial Taxes laws and rules.**
 - 4. Part-II, Other laws.**
- **Rule 10 deals with Unit of Appointment**
 - **ACTO is Zonal post, the unit of appointment is Nodal Deputy Commissioner(CT)
Secunderabad , Hyderabad (Rural) & Warangal
are Three (3) Nodal Divisions**

SERVICE RULES

3. The Telangana Ministerial Service Rules, 1998.

Applicable for the cadres of Superintendents, Special Category Stenographers, Senior Asst., Senior Stenographers, Junior Asst., Junior Stenographers, Typists for appointment them through various methods i.e.,

- Direct recruitment.
- Appointment by transfer.

SERVICE RULES

4. The Telangana Last Grade Service Rules, 1992.

The above rules are applicable for the cadres of Office subordinates, Watch-mens, Sweepers, Scavengers etc., for appointment them through various methods i.e., Direct recruitment / appointment by transfer.

SERVICE RULES

5. The Telangana State and Subordinate Service Rules, 1996

It deals with all Gazetted and Non-Gazetted posts under the Telangana State Government.

- These rules are known as General Rules (Total 39 Rules).
- Whether temporary or permanent included in any State or Subordinate Service

Deals with Appointments, Probation, Training and Tests. fixation of seniority, Rule of Reservation, Declaration of Probation and relaxation of rules etc.

SERVICE RULES

- Rule 13 deals with the passing of language Test in Telugu is mandatory for Declaration of Probation.(more than 45 years of age is exempted.)
- Rule 14 deals with Language test exemption who have passed in SSC or Equality Qualification with Telugu medium or Higher Qualification with Telugu as one of the subject.
- Rule 16 (f)(i) deals with Probation extension if fail to pass the departmental tests.
“Until the declaration of probation 2nd and subsequent Increments will not be released.”

GENERAL SERVICE RULES

1. Fundamental Rules
2. Leave Rules

GENERAL SERVICE RULES

1. Fundamental Rules:-

The Fundamental Rules deals with pay fixation, increments, leave, etc.

The State and Subordinate Services Rules provide for the initial recruitment, promotion, probation, etc., and the C.C.A. Rules provide for disciplinary matters.

Apart from these two sets of rules, the Fundamental Rules are the most important set of rules governing the day-to-day issues relating to service. That is why they are called the Fundamental Rules.

SERVICE RULES

2. Leave Rules:-

These rules shall be applied for the employees under the control of State Government with regard to various types of leaves.

As per leave rules, the leave is not a right.

Types of Leaves

1. **Casual Leave**
2. **Earned Leave**
3. **Half Pay Leave**
4. **Medical Leave**
5. **Extra-ordinary Leave**
6. **Special Leave**
7. **Hospital Leave**
8. **Special Casual Leave**
9. **Special Disability Leave**
10. **Maternity Leave**
11. **Child Care Leave**

DISCIPLINE

1. Telangana Civil Services (Conduct) Rules, 1964.
2. Telangana Civil Services (Classification, Control & Appeal) Rules, 1991
3. District Office Manual.(DOM)

DISCIPLINE

1. Telangana Civil Services (Conduct) Rules, 1964:-

- These rules contain the do's and don'ts. These rules shall be applied to every person who is a member of a civil service of the State or holds any civil post under the State with regard to devotion of duty, absolute integrity, discipline, impartiality and sense of propriety.
- The Government employee shall behave in a manner which is not unbecoming of such employee or derogatory to the prestige of Government.
- The Government employee shall act in a manner which will not place his official position under any kind of embarrassment.

DISCIPLINE

As per rule 9 (7) of above rules, every Government employee other than a member of the Last Grade Service and Record Assistant, shall

- on first appointment to the Government Service submit to Government a Statement of all immovable property irrespective of its value and movable property whose value exceeds (one lakh) 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, in the forms prescribed in Annexure - I & II.
- After completion of every calendar year, the employee shall submit property statements in Annexure - I & II before January, 15 of every year.

DISCIPLINE

- Shall take prior permission before purchase / sale of immovable property irrespective of its value and movable property exceeding value of Rs. 1,00,000/- by him/her or any in the name of any member of his/her family.
- Shall intimate to the Competent Authority within 15 days from the date of receipt of foreign currency or foreign goods of value exceeding Rs. 10,000/- by him or by any member of his family.

DISCIPLINE

2. Telangana Civil Services (Classification, Control & Appeal Rules, 1991):-

These rules shall applied for the employees under the control of State Government with regard to taking action in disciplinary, vigilance & ACB cases and issue of penalties.

1. Classification (Rules 5-7): State Service included in Schedule-I (Gazetted) and Schedule-II (Non-Gazetted) and define disciplinary authority who is competent to impose specified penalties.
2. Control (Rules 9 & 10): Imposition of minor and major penalties for their acts of negligence and misconduct.

DISCIPLINE

Appeals (Rules 32-39):

1. No appeal lies against the orders of Governor.
 2. Appeal may prefer against orders issued for suspension under Rule 8 or an order imposing any penalties under Rules 9 & 10 within (3) months of receipt of such order.
- Minor penalties like Censure, Withholding of Promotions, withholding of increments of pay without cumulative effect.
 - Major penalties like withholding of increments of pay with cumulative effect, Reduction of Rank, Compulsory Retirement, Removal from service and Dismissal from service.

DISCIPLINE

District Office Manual (DOM):-

These manual contained the procedure of Office Administration with regard to

- Attendance, Absence,
- Cleanliness of Offices,
- various types of Registers,
- Dispatch, Tappals, Distribution Registers,
- Maintenance of files (Note file & Current files),
- Responsibility of sections,
- Periodicals, Nature of Disposals,
- Arrangement of records, Destruction of records,
- Maintenance of Personal Registers.

PROMOTIONAL OPPORTUNITIES

The following posts in Commercial Taxes Department are filled with by way of Rank Promotee only / appointment by transfer from lower category:

1. Additional Commissioner (CT)/Additional Commissioner (ST) Grade-I.
2. Joint Commissioner (CT) / Additional Commissioner (ST)
3. Deputy Commissioner (CT) / Joint Commissioner (ST).
4. Assistant Commissioner (CT)/ Deputy Commissioner (ST).
5. Deputy Commercial tax Officer / State Tax Officer.
6. Senior Assistant.

PROMOTIONAL OPPORTUNITIES

The following posts in Commercial Taxes Department are filled through Direct Recruitment / By way of promotion as per the ratio prescribed :

1. Commercial Tax Officer / Assistant Commissioner (ST).
2. Assistant Commercial Tax Officers / DSTO. (in the following 10 Point Cycle)
 - First Vacancy - Direct Recruitment
 - Second Vacancy - By Transfer
 - Third Vacancy - By Transfer
 - Fourth Vacancy - Direct Recruitment

PROMOTIONAL OPPORTUNITIES

- Fifth Vacancy - By Transfer
- Sixth Vacancy - Direct Recruitment
- Seventh Vacancy - By Transfer
- Eighth Vacancy - By Transfer
- Ninth Vacancy - By Transfer
- Tenth Vacancy - By Transfer.

3. Senior Stenographer.

4. Junior Assistant, Typist and Junior Stenographer.

5. Last Grade Services

PROMOTIONAL CHART

Additional Commissioner (CT)

Joint Commissioner (ST)

Deputy Commissioner (CT)

Assistant Commissioner (CT)

CTO

DR Recruit

Promotion From DCTO

Promotion from S.O's from Secretariat

Grade – I Superintendent

ACTO

SA Promotion

SR. Steno

Jr. Assistant

DR – Group -IV

Compassionate Appointment

Office Subordinate / Record Assistant

PROMOTIONAL OPPORTUNITIES

Departmental Promotion Committee - DPC

- **Vacancy Position**
- **Seniority List**
- **Nomination Rolls, ACRs**
- **Probation**
- **Eligible Candidates List**
- **Rule of Reservation / Special Representation**
- **DPC Committee (Members – Commissioner (CT), Excise Commissioner, Joint Secretary (Revenue)**

THANK YOU