

## ORGANISATION OF THE OFFICE

1. **Secretary:** - The Secretary is the Head of the Office and is assisted by the Deputy Secretaries, Controller of Examinations, Assistant Secretaries and Accounts Officer. The allocation of work among Officers and among of the various sections is done by the Secretary.

The Secretary shall be the authority competent to take appointments, promotions and transfers in respect of posts of Superintendents, Assistants, Clerks, Accountants and Typist and Steno-typists within the meaning of the Special Rules for Andhra Pradesh Ministerial Service.

He exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt despatch of business in the office.

The primary duty is to arrange to conduct various examinations held by the Commission according to the programmes prescribed for the purpose. He is also Vigilance Officer for the Office of the Commission and will function as such under the orders of the Commission.

2. **Additional Secretary:-** The post is created in the O/o. APPSC vide G.O.Ms.No.164 G.A.(Ser.A) Department dated 15/03/1983. The Additional Secretary is lead of Accounts wing in i.e. Commission's Office. He is also lead of Departmental Test sections and is responsible for smooth conduct of departmental tests, periodically. He acts as in-charge Secretary in the observe of Secretary and attends Commission's Meetings.

3. **Deputy Secretary:-** He occupies a position almost identical with that of Secretary in regard to the subjects allotted to him and can send cases for orders direct to the Commission. He remains responsible for the efficient and expeditious disposal of papers of the sections working under him. He shall consult the Secretary in cases where important questions of policy are involved and also in cases where a second view need be brought on record. One of the Deputy Secretaries, Secretary is also the 'Welfare Officer' of the Office of the Commission functioning in the manner prescribed from time to time.

4. **Assistant Secretaries:-** The functions of the Assistant Secretaries are to control and supervise the sections under them. They will instruct the sections as to how to deal with papers, both general and in individual cases, and see that such instructions are carried out and that papers are properly handled. It is their duty to check delays, superfluous noting and prolixity of language, whether in notes or drafts, and enforce the rigid observance of all rules in regard to such matters and to ensure the accuracy of Consolidated Marks List, Ranking Lists and Lists of successful candidates. They shall take appropriate measures from time to time to prevent leakage of confidential matters.

In accordance with the recognised practice and such specific instructions as the Secretary may issue from time to time, they may pass final orders approving proposals which are of routine nature. In other cases they will see that points on which orders are required are clearly and concisely set forth, and will ordinarily express their own views on them. When the Commission has passed orders on a case, they should see that these orders are conveyed completely, accurately and clearly to the party concerned.

Noting and drafting on a case of difficult or complicated nature should as far as possible be done by the Assistant Secretary, the Deputy Secretary or one of the Assistant Secretary designated by the Commission will be in general charge of office matter, Establishment Staff paid from contingencies etc.,

5. **Accounts Officer:-** He is the Drawing Officer in the Commission's Office. He is in-charge of all matters relating to Accounts, contingent expenditure, Budget etc.,

6. **Superintendents:-** The Superintendent is in-charge of a Section. He is assisted by a certain number of Assistant.

He is responsible for all files relating to the subjects allotted to the Assistant under him. He is directly responsible to the Officers under whom he works for the efficient and expeditious despatch of business at all stages in his section. The training of the Assistants under him is one of his principal functions. He must see that his Assistants exercise proper priorities in their work (i.e., they do not waste time and needless noting or correspondence) and that really emergent matters are given immediate attentions. He will not nearly superintend but will himself undertake to deal with more difficult and important papers, taking such Assistantance from Assistants as he may find necessary. He is responsible for the accuracy of the notes and drafts proceeding from his section and also consolidated marks lists, Ranking lists and list of successful candidates relating to the selections and examinations with which his section is concerned. His is however not expected to express views a to suggest what orders should be passed on a case expect when there is a clear precedent or the case is of a counties nature or the orders necessarily follow from some provision of law or rule. He maintains discipline in his section and sees that his orders or instructions are sot disputed or disregarded by his Assistants.

7. **Sections:-** Section Assistants assist the Superintendents at all stages in dealing with a paper. They should study the currents immediately on receipt and collect paper without delay. They are responsible for complete and accurate referencing and for the proper arrangement of a case. They may put up notes and drafts in simple cases and should assist the Superintendent in dealing with complicated cases by procuring previous papers. Their principal duty is to attend to routine matters with scrupulous care and punctuality.

8. **Accountant:-** He deals with the Permanent. Advance amount and maintain the day-to-day accounts. He deals with such other account matters as are entrusted to him from time to time.

9. **Typist, U.D. Stenos and Spl. Category Stenos:-** A Typist is attached to one or more Sections and he does typing work of the Section/Sections entrusted to him. U.D. Steno to Secretary does shorthand work for the Secretary while special category steno attends to the shorthand work for the Chairman. Members of the Commission, other items of work as are entrusted to him from time to time.