

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Andhra Pradesh School Educational Subordinate Service Rules for the posts of teachers in Mandal Prajaparishad and Zilla Prajaparishad Schools in Andhra Pradesh - Adhoc Rules — Orders - Issued

SCHOOL EDUCATION (SER.II) DEPARTMENT

G. O. Ms. No.12

Dated: 23-01-2009

Read:-

G.O.Ms.No.183, Education (Services.II) Department, dated.30.12.2008.

ORDER:

In the G.O. read above, orders have been issued framing adhoc rules for the posts of teachers in Mandal Praja Parishad and Zilla Praja Parishad Schools covered under A.P. School Educational Subordinate Service Rules. Certain Teacher Service Associations have requested for inclusion of the Head master Grade II category (Gazetted) in the A.P. School Educational service instead of A.P. School Education Subordinate Service. Government have examined the matter and decided to issue separate Adhoc rules for the Gazetted and Non-gazetted posts. Government have examined the matter and decided to issue separate adhoc rules for the Gazetted and Non-Gazetted posts of Zilla Praja Parishad and Mandal Praja Parishad Schools in Andhra Pradesh.

The following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by Sections 78 and 99 of the Andhra Pradesh Education Act, 1982 (Andhra Pradesh Act 1 of 1982) and proviso to Article 309 of the Constitution of India and in supercession of the adhoc rules issued in G.O.Ms.No.183, School Education (Ser.II) Department, dated the 30th December, 2008, the Governor of Andhra Pradesh hereby make the following Adhoc rules for the posts of teachers in Zilla Praja Parishad and Mandal Praja Parishad Schools in Andhra Pradesh.

These adhoc rules shall come into force with immediate effect.

ADHOC RULES

1. **Constitution:-** The Andhra Pradesh School Educational Subordinate Service shall consist of posts of teachers working in Zilla Praja Parishad and Mandal Praja Parishad Schools in Andhra Pradesh.

2. **Method of Appointment and Appointing Authority:**

The service shall consist of the following classes and category of posts Subject to other provisions in these rules, the method of appointment and appointing authority to the posts is as mentioned below:

Class	Category	Designation	Method of appointment	Appointing authority
1	2	3	4	5
I	1	School Assistant (Mathematics)	i) By Direct Recruitment, or	District Educational Officer
	2	School Assistant (Physical Science)	ii) By Promotion from Categories 1 to 25 of	
	3	School Assistant	Class II, or	

	4	(Biological Science) School Assistant (Social Studies)		
	5	School Assistant (English)		
	6	School Assistant (Telugu)		
	7	School Assistant (Hindi)		
	8	School Assistant (Urdu)		
	9	School Assistant (Kannada)		
	10	School Assistant (Oriya)		
	11	School Assistant (Marathi)		
	12	School Assistant (Gujarathi)		
	13	School Assistant (Tamil)		
	14	School Assistant (Bengali)		
	15	School Assistant (Sanskrit)		
	16	School Assistant (Arabic)		
	17	School Assistant (Physical Education)		
	18	Headmaster of Primary School (LFL)	By promotion from Category-I of Class-II	

Class	Category	Designation	Method of appointment	Appointing authority
1	2	3	4	5
II	1	Secondary Grade Teacher	By Direct Recruitment	District Educational Officer
	2	Elementary Grade Teacher/Higher Grade Teacher	No future Recruitment	
	3	Language Pandit (Telugu)	By Direct Recruitment	
	4	Language Pandit (Hindi)	By Direct Recruitment	
	5	Language Pandit (Urdu)	By Direct Recruitment	
	6	Language Pandit (Kannada)	By Direct Recruitment	
	7	Language Pandit (Oriya)	By Direct Recruitment	
	8	Language Pandit (Marathi)	By Direct Recruitment	
	9	Language Pandit (Gujarati)	By Direct Recruitment	
	10	Language Pandit (Tamil)	By Direct Recruitment	
	11	Language Pandit (Bengali)	By Direct Recruitment	
	12	Language Pandit (Sanskrit)	By Direct Recruitment	
	13	Language Pandit (Arabic)	By Direct Recruitment	
	14	Physical Education Teacher	By Direct Recruitment	
	15	Art Teacher	By Direct Recruitment	
	16	Drawing Teacher	By Direct Recruitment	
	17	Music Teacher	By Direct Recruitment	
	18	Weaving Teacher	By Direct Recruitment	
	19	Dance Teacher	By Direct Recruitment	
	20	Carpentry Teacher	By Direct Recruitment	
	21	Textile, Printing, Tailoring Teacher	By Direct Recruitment	
	22	Sewing Teacher	By Direct Recruitment	
	23	Sewing, Tailoring & Needle work teacher	By Direct Recruitment	
	24	Drawing and Sewing Teacher	By Direct Recruitment	
	25	Agriculture Teacher	By Direct Recruitment	

3. (i): The transfer within the same class among different categories is not permissible.

(ii): Elementary/Higher Grade teachers shall also be considered for promotions to the posts of School Assistants subject to possessing the prescribed qualification for the post. Their services shall be reckoned for the purpose of promotion to School Assistant from the date of acquiring prescribed qualifications for the post of Secondary Grade Teacher.

(iii): Wherever the method of appointment to any post in this service is both by direct recruitment and appointment by promotion or transfer, there shall be direct recruitment to the extent of one third of the vacancies including temporary vacancies, as per GO. Ms. No 108 Education Dt. 23.12.99.

4. Rule of Reservation:-

(i) The rule of special representation (General Rule 22 of the Andhra Pradesh State and Subordinate Services) as amended from time to time shall apply to appointment by Direct Recruitment to any post in the service.

(ii) Appointment in institutions specially provided for women:

(a) Women alone shall be appointed to post in the institutions specially provided for them.

(b) A vacancy in a category in an Institution specially provided for women shall be filled by transfer of a woman member of the same category employed in an institution not specially provided for women within the unit. When such transfer is not possible women may be appointed by any method admissible under Rule 2, but she shall not acquire by reason only, of such appointment any right in the matter of seniority of full membership in the category or promotion to a higher category until she gets her due turn.

(iii) The rule of reservation in promotion shall be followed as per the Government orders issued from time to time.

5. Qualifications:

(i) No person shall be eligible for appointment to the categories specified in Column (3) of the Table by the method specified in Column (2) unless he/she possesses the qualifications specified in the corresponding entry in Column (4) thereof.

(ii) The candidates who have passed SSC Examination in the concerned medium or with the concerned Language as First Language are eligible to apply to the posts in the concerned medium and the candidates who have passed the examination of Higher standards in the concerned language / medium are also eligible to apply to the posts in that medium.

(iii) Every teacher employed in Mandal Praja Parishad / Zilla Praja Parishad Schools for the deaf or blind shall, in addition to the qualifications prescribed in the table, possess a Government certificate of competency, Junior Diploma in teaching the blind or deaf, as the case may be or a higher qualification:

Provided that the Graduate and the non-graduate teachers who are blind or deaf and have undergone the training course in education for the blind or deaf and passed the examination shall be deemed to possess the qualifications prescribed for the post of teachers in the schools for the blind or deaf.

- (iv) Government orders issued from time to time relating to the method of appointment and the authorities competent to make appointments shall be applicable.
- (v) The following are the qualifications prescribed for all the posts:-

Class	Method of appointment	Category	Qualification
1	2	3	4
I	By Direct Recruitment or By promotion or By Recruitment by Transfer	1	<u>School Assistant (Mathematics) :-</u> Must possess a Bachelor Degree with Mathematics as a main subject OR one of three equal optional subjects and a B.Ed degree with Mathematics as a methodology subject.
		2	<u>School Assistant (Physical Sciences) :-</u> A Bachelors Degree with Physics and Chemistry as optional subjects or one of the two as main and the other as subsidiary/ancillary Subject and a B.Ed. Degree with Physical Science / Physics / Chemistry as a methodology Subject.
		3	<u>School Assistant (Biological Science) :-</u> A Bachelors Degree with Botany and Zoology as optional Subjects or one of the two as main and the other as subsidiary subject and a B.Ed Degree with Biological Science or Natural Sciences / Botany / Zoology as a methodology subject.
		4	<u>School Assistant (Social Studies) :-</u> A Bachelors Degree with two of the following subjects as optionals one of them as a main and the other one as a subsidiary subject- i) History ii) Economics iii) Geography iv) Political Science v) Public Administration vi) Sociology vii) Commerce and a B.Ed. Degree with Social Studies / Geography / History / Social Sciences as a methodology Subject.
		5	<u>School Assistant (English) :-</u> A Bachelors Degree with English as a main subject or one of the optional subjects or a Post Graduate Degree in English and a B.Ed Degree with English / Post Graduate certificate in Teaching of English/ Post Graduate Diploma in Teaching of English / as a methodology subject.
		6	<u>School Assistant (Telugu)</u> Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. and B.Ed with Telugu as methodology or pandit training or its equivalent.

School Assistant (Hindi)

a) Academic Qualifications:

Sl. No.	Course Title	Institution	Govt order
1.	Madhyama	Hindi Sahitya Sammelan (Visarada)Alahabad	G.O.Ms No. 1415 Edn, Dated. 22-7-1970
2.	Ratna	Rashtrabhash Prachar Samiti,Warda	-do-
3.	Praveen	Dakshina Bharata Hindi Prachar Sabha, Madras	-do-
4.	Sahityalankar	Hindi Vidyapeet, Deoghar	-do-
5.	Pandit	Maharashtra Bhasha Sabha, Poona	-do-
6.	Vidwan	Hindi Prachar Sabha, Hyderabad	-do-
7.	Sevak	Gujarat Vidyapeeth, Ahmadabad.	-do-
8.	Visharad Diploma	Dakhina Bharata Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
9.	Sahitya Ratna Diploma	Hindi Sahitya Sammelan,Allahbad	-do-
10.	Vidwan	Madras University	-do-
11.	Bhasha Praveena Title (Hindi)	Andhra University	-do-
12.	Sahitya Bhushan	Hindi Vidyapeet Deoghar	-do-
13.	Sastry Degree	Sri Kasi Vidya Peeth,Benaras.	-do-
14.	Hindi Kovid Degree	Sri Kasi Vidya Peeth,Benaras	-do-
15.	Bharatiya Hindi Parangai Diploma	Akila Bharateeya Hindi Parishad, Agra	-do-
16.	Hindi Bhushan Diploma	Hindi Prachar Sabha, Hyderabad	do-
17.	B.A. or B.O.L. with Hindi as Special subject	Any university recognized by NCTE / UGC	-do-

b) Training Qualifications:

Sl. No.	Course Title	Institution	Government Order
1.	B.Ed (Hindi Medium)	Dakshina Bharata Hindi Prachar Shabha,Hyderabad	G.O.Ms.No.68 Dated.10-3-95
2.	Pracharak Degree and Bachelor of Education	Dakshina Bharat Hindi Prachar Sabha, Madras.	G.O.Ms.No.90 Edn.Dt.6-2-74
3.	Prachrak (including Praveena) Diploma	Dakshina Bharat Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
4.	Pracharak Diploma	Hindistani Prachar Sabha, Wardha.	-do-
5.	Sikshana Kala Praveena-Diploma	Akhila Bharateeya Hindi Parishad, Agra	-do-
6.	Hindi Shikshak(including Hindi Vidwan Diploma)	Hindi Prachara Sabha, Hyderabad	-do-
7.	Pandits Training Certificate	Commissioner for Government Examinations	-do-
8.	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshnak	G.O.Ms. No. 1504,Edn Dated:11-6-1964

8	School Assistant (Urdu) Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Urdu as methodology or pandit training or equivalent.
9	School Assistant (Kannada) Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Kannada as methodology or pandit training or equivalent.
10	School Assistant (Oriya) Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Oriya as methodology or pandit training or equivalent.
11	School Assistant (Marati) Must possess a Bachelor Degree with Marati as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Marati as methodology or pandit training or equivalent.
12	School Assistant (Gujarathi) Must possess a Bachelor Degree with Gujarathi as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Gujarathi as methodology or pandit training or equivalent.
13	School Assistant (Tamil) Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Tamil as methodology or pandit training or equivalent.
14	School Assistant (Bengali) Must possess a Bachelor Degree with Bengali as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Bengali as methodology or pandits training or equivalent.
15	School Assistant (Sanskrit) Must possess a Bachelor Degree with Sanskrit as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Sanskrit as methodology or pandits training or equivalent.
16	SCHOOL ASSISTANT (ARABIC) Must possess a Bachelor Degree with Arabic as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. and B.Ed with Arabic as methodology or pandits training or equivalent.
17	School Assistant (Physical Education) Must possess a Bachelor Degree and a Degree in Physical Education.
18	Head Master of Primary School (LFL) Must possess the qualification of at least Intermediate Examination conducted by the Board of Intermediate Examination of A.P. or its equivalent. Must possess Diploma in Education issued by the Director of Government Examinations, A.P. or its equivalent.

II	By direct recruitment	1	Secondary Grade Teacher Must possess Intermediate Certificate issued by the Board of Intermediate Education, Andhra Pradesh and D.Ed. Certificate issued by the Director of Government Examinations, Andhra Pradesh. OR Must possess a Bachelor Degree and a B.Ed. Degree
	No future recruitment	2	Elementary Grade Teacher/ Higher Grade Teacher

	By Direct recruitment for categories 3 to 25	3	Language Pandit (Telugu) Must possess a Bachelor Degree with Telugu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Telugu as methodology or pandits training or its equivalent.			
		4	Language Pandit (Hindi) a) Academic Qualifications :			
			Sl. No	Course Title	Institution	Govt Order
			a	Madhyama	Hindi Sahitya Sammelan (Visarada) Alahabad	G.O.Ms.No.1415 Edn. Dated: 22.07.1970.
			b	Ratna	Rashtrabhash Prachar Samiti,Warda	-do-
			c	Praveen	Dakshina Bharata Hindi Prachar Sabha, Madras	-do-
			d	Sahityalankar	Hindi Vidyapeet, Deoghar	-do-
			e	Pandit	Maharashtra Bhasha Sabha, Poona	-do-
			f	Vidwan	Hindi Prachar Sabha, Hyderabad	-do-
			g	Sevak	Gujarat Vidyapeeth, Ahmedabad.	-do-
			h	Visharad Diploma	Dakshina Bharata Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
			i	Sahitya Ratna Diploma	Hindi Sahitya Sammelan,Allahbad	-do-
			j	Vidwan	Madras University	-do-
			k	Bhasha Praveena Title (Hindi)	Andhra University	-do-
			l	Sahitya Bhushan	Hindi Vidyapeet Deoghar	-do-
			m	Sastry Degree	Sri Kasi Vidya Peeth,Benaras.	-do-
			n	Hindi Kovid Degree	Sri Kasi Vidya Peeth,Benaras	-do-
			o	Bharatiya Hindi Parangat Diploma	Akila Bharateeya Hindi Parishad, Agra	-do-

			p	Hindi Bhushan Diploma	Hindi Prachar Sabha, Hyderabad	-do-
			q	B.A. or B.O.L.	Any university with Hindi as special subject	-do-
				b) Training Qualifications :		
			a	B.Ed	Dakshina Bharata Hindi	G.O.Ms.No.68
			b	(Hindi Medium)	Prachar Sabha, Hyderabad	Edn.Dt 10-3-95
			c	Pracharak (including Praveena) Diploma	Dakshina Bharat Hindi Prachar Sabha, Madras.	As per Andhra Pradesh Educational Rules
			d	Pracharak Diploma	Hindistani Prachar Sabha, Wardha.	-do-
			e	Sikshana Kala Praveena-Diploma	Akhila Bharateeya Hindi Parishad, Agra	-do-
			f	Hindi Shikshak (including Hindi Vidwan Diploma)	Hindi Prachara Sabha, Hyderabad	-do-
			g	Pandits Training Certificate	Commissioner for Government Examinations	-do-
			h	Hindi Shikshan Parangat Hindi Shikshan Nishnat	Kendriya Hindi Shikshnak	G.O.Ms.No. 1504, Edn., Dated:11-6-1964
		5		<u>Language Pandit (Urdu)</u> Must possess a Bachelor Degree with Urdu as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Urdu as methodology or pandits training or its equivalent.		
		6		<u>Language Pandit (Kannada)</u> Must possess a Bachelor Degree with Kannada as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Kannada as methodology or pandits training or equivalent.		
		7		<u>Language Pandit (Oriya)</u> Must possess a Bachelor Degree with Oriya as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Oriya as methodology or pandits training or equivalent.		
		8		<u>Language Pandit (Marati)</u> Must possess a Bachelor Degree with Marati as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Marati as methodology or pandits training or equivalent.		
		9		<u>Language Pandit (Gujarathi)</u> Must possess a Bachelor Degree with Gujarathi as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Gujarathi as methodology or pandits training or equivalent.		

		10		<u>Language Pandit (Tamil)</u>
				Must possess a Bachelor Degree with Tamil as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Tamil as methodology or pandits training or equivalent.
		11		<u>Language Pandit (Bengali)</u>
				Must possess a Bachelor Degree with Bengali as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. And B.Ed with Bengali as methodology or pandits training or equivalent.
		12		<u>Language Pandit (Sanskrit)</u>
				Must possess a Bachelor Degree with Sanskrit as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent and B.Ed with Sanskrit as methodology or pandits training or equivalent.
		13		<u>Language Pandit (Arabic)</u>
				Must possess a Bachelor Degree with Arabic as main subject or one of the three equal optional subjects or a P.G Degree or an oriental title or its equivalent. And B.Ed with Arabic as methodology or pandits training or equivalent.
		14		<u>Physical Education Teacher</u>
				Must possess Intermediate Certificate issued by the Board of Intermediate Education Andhra Pradesh and an under graduate diploma in Physical Education OR Must possess a Bachelor Degree and a B.P.Ed Degree/UGDPED
		15		<u>Art Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a diploma or a Certificate in drawing Commercial Art, Fine Arts and Architecture or a certificate in higher grade drawing and a technical teacher certificate of Government of Andhra Pradesh.
		16		<u>Drawing Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a Diploma or a Certificate in Painting/Drawing, Sculpture or Commercial Art Fine Arts and Architecture and a technical teacher certificate of Government of Andhra Pradesh.
		17		<u>Music Teacher</u> Must have passed 10th Class or its equivalent examination Must possess a Diploma in Carnatic Vocal Music from the Government College of Music or from a recognized or reputed Institution and a technical teacher certificate of Government of Andhra Pradesh.
		18		<u>Weaving Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh.
		19		<u>Dance Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a Diploma in Carnatic Vocal Music, Kuchipudi or Bharatanatyam from a recognized or reputed Institution and a technical teacher certificate of Government of Andhra Pradesh

		20		<u>Carpentry Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		21		<u>Textile, Printing, Tailoring Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		22		<u>Sewing Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		23		<u>Sewing, Tailoring & Needle work Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		24		<u>Drawing and Sewing Teacher</u> Must have passed 10th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification and a technical teacher certificate of Government of Andhra Pradesh
		25		<u>Agriculture Teacher</u> Must have passed 10 th Class or its equivalent examination. Must possess a certificate in concerned trade issued by any Industrial Training Institute in the State or its equivalent qualification or a degree in B.Sc (Agri) and a technical teacher certificate of Government of Andhra Pradesh. -

Note : Candidates with higher qualifications are also eligible for appointment by direct recruitment.

6.Age :

No person shall be eligible for appointment by direct recruitment to any post in this service unless he/she is more than 18 years of age and less than 36 years of age as on the first day of July of the year in which the notification for recruitment is made. Concessions of age extended by Government from time to time to BCs, SCs and STs and other categories are applicable to any post which is filled up by direct recruitment.

7. Minimum Service

No person shall be eligible for appointment by transfer or by promotion to any post in the service unless he/she has put in not less than three years of service in the category/class from which promotion or appointment by transfer is to be made.

8. Probation

- (i) Every person appointed by Direct Recruitment to any post in service be on probation for a total period of two years on duty within a continuous period of three years from the date on which he commences probation.
- (ii) Every person appointed to any of the posts in this service either by promotion or by transfer shall from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

9. Unit Of Appointment

For the purpose of recruitment, appointment, seniority, discharge for want of vacancy, promotion, transfer and reappointment the unit of appointment shall be as specified in the table

Class	Category	Unit of appointment
1	2	3
Class-I	1 to 18	Revenue District Concerned except City of Hyderabad
Class-II	1 to 25	Revenue Districts concerned except City of Hyderabad.

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

M. CHAYA RATAN
PRL. SECRETARY TO GOVERNMENT

To
The Commissioner, Printing & Stationary, Hyderabad with a request to publish the same in the next issue of the Rules supplement.
The Director of School Education, A.P. Hyderabad.
The Secretary, A.P.P.S.C. Hyderabad (10 copies with covering letter)
Copy to
The P.S. to Minister for School Education.
The Law Department/General Administration Department / PR & RD Department.
SF/SC

// FORWARDED BY ORDER //

SECTION OFFICER