

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o THE VC & MD (AUDIT WING)
MUSHIRABAD-HYDERABAD
DATE: 16.06.2014

No: PA / 633 / 2014-AD

To
All Dy. Chief Personnel Managers (Zone) &
All Dy. Chief Accounts Officers (Zone)
A. P. S. R. T. C.,
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SUB: TRANSFERS - Transfer of Accounts personnel borne on Zonal level seniority - Transfer of Accounts personnel within Zones in consultation with Zonal Dy. CAOs for better output of work - Strict adherence to Circular guidelines - Regarding.

REF: CPM Circular No.PD-8/1989, Dated 25th January, 1989.

In the meeting of all Dy.CAOs of Regions / Zones held on 05.06.2014 in the conference hall of Bus Bhavan in connection with Annual Accounts (for the period from 01.04.2013 to 01.06.2014), some Dy.CAOs stated that, "the proposals for the transfers and postings of Accounts supervisors / Personnel within the Regions / Zones are being issued directly without routing through the Zonal Dy. CAO for his approval, as required".

As per Item (ii) of the Circular (cited under reference) issued by the Chief Personnel Manager, Head Office it is stated that:-

"While the aspects of "Transfer Policy" can be taken care of by the Dy.Chief Personnel Manager concerned, Regional Dy. Chief Accounts Officer may be consulted for placement of employees in Accounts wing. By virtue of the knowledge about the personnel, Dy. Chief Accounts Officer is in a position to give proper guidance to the Regional Manager about placement".

After the advent of Zonal setup, all the establishment matters are being handled by the Dy. Chief Personnel Manager (Zone). Hence, all the Dy. Chief Personnel Managers (Zone) are advised to follow the Circular guidelines and ensure that all the proposals of transfers and postings pertaining to Accounts wing are sent to Dy. Chief Accounts Officers (Zone) for his recommendations for effective functioning of Accounts wing at Regions, Zones. A copy of the circular is enclosed for ready reference.

Encl: As above.

CHIEF AUDITOR

Copy forwarded to FA & CAO, Bus Bhavan, for favour of information.

Copy forwarded to Executive Directors (Zones), for favour of information.

Copy to all Regional Managers, for information.

Copy to all AOs / POs of Regions for information.



20 JAN 1989

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. P1/633(4)/83-PD.

OFFICE OF THE MANAGING DIRECTOR,
MUSHIRABAD: HYDERABAD: 500 020.

CIRCULAR NO. PD-8/1989, DATED 25 JANUARY 1989

Sub: TRANSFERS - Transfer of Accounts Personnel borne on Regional level seniority - Transfer of personnel working at depots etc - Further guidelines - Issued.

- Ref: 1. Office Orders No. P1/633(1)/80-PD, dated 6-2-80 and 15-3-80.
2. Cir. No. PD-44/87, dated 20-4-87.

Instructions were issued through the circular 1st cited that the RMs shall exercise powers of HODs in the matter of transfer of Supervisory level staff except the top level supervisors (ie CI, T, OS, AS & equivalent posts in other departments).

It has been expressed that the transfers of staff including Supervisors in Regional Office, Finance Wing be effected with the approval of Regional Dy. Chief Accounts Officer only for the reasons that capabilities and the effectiveness of the employee to be assigned by the Regional Dy. Chief Accounts Officer. Besides, while posting the employees to a particular Unit, the State of affairs in that Unit and the competency of the employee going to be posted can be decided by the Regional Dy. Chief Accounts Officer who is responsible for proper maintenance of accounts in the entire Region.

The matter has been examined in detail. The Vice Chairman Managing Director has approved the following further guidelines to facilitate efficient functioning of Regions.

- (i) Any transfer made shall satisfy the guidelines issued from time to time on the subject of "Transfer Policy".
- (ii) While the aspects of "Transfer Policy" can be taken care of by the Dy. Chief Personnel Manager concerned, Regional Dy. Chief Accounts Officer may be consulted for placement of employees in Accounts Wing. By virtue of the knowledge about the personnel, Dy. Chief Accounts Officer is in a position to give proper guidance to the Regional Manager about placement.
- (iii) The ultimate decision as to who should be posted and where to be posted, shall be taken by the Regional Manager.
- (iv) Similarly, at the Regional level, Dy. Chief Mechanical Engineer may be consulted in respect of posting of Mechanical Supervisors, Dy. Chief Traffic Manager in respect of Traffic Supervisors etc. These Officers should closely watch the situation at the Regional level and take necessary action.

1003 in re-
gional offices
Supervisors

The guidelines issued herein above shall be followed in continuation of the guidelines earlier issued.

Sd/- K.V.RAMI REDDY,
CHIEF PERSONNEL MANAGER.

To:
All Officers of the Corporation.

- Copy to: AG RTC Audit Branch, Msrd, Hyderabad.
- Copy to: SLO(10 copies), Msrd, Hyderabad.
- Copy to: SO(M), Msrd for inclusion in the monthly index.
- Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, Hyderabad-44.
- Copy to: Secretary General, APSRTC Employees Union, Satyanarayana Reddy Marg, Msrd, Hyderabad-20.
- Copy to: General Secretary, APSRTC Supervisors Association, H.No.1-9-49/B/4, Ramnagar, Hyderabad-48.
- Copy to: General Secretary, APSRTC Security Staff Welfare Association (Through Security Officer/Br), Msrd, Hyderabad-20.
- Copy to: Notice Board, Ic. Records Room.

// ATTESTED //

PERSONNEL OFFICER (IV).