



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.CE(IT)/CIRCULARS(2.1)/16-17

O/o VC & MD
Dated 22.02.2017.

To
All the Head of Departments.
APSRTC:: RTC HOUSE:VIJAYAWADA.

SUB: CIRCULARS: Uploading of Circulars /importing letters in www.apsrtcinfo.com –
Requested – Regarding.

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In connection with the above subject this is to inform that instructions were given for uploading of circulars and important letters of different departments in apsrtcinfo.com for the convenience of the all officers and Supervisors working throughout the Corporation.

However, it was observed that only a few circulars are uploaded into Website.

In this regard all HODs are once again requested to identify a responsible person and ensure uploading the circulars/ letters of their departments regularly.

Procedure for uploading the files.

1. In the web browser, type apsrtcinfo.com/cir/cir1.php
2. Select respective Department, year, Circular no and Subject of the circular in the text boxes provided.
3. Choose the selected file from the actual location in PC.
4. Press submit button for uploading the circular/ letter.

After completing the above procedure, the uploaded circular/letter can be viewed under "Circulars" tab in apsrtcinfo.com. IT-Department may be contacted for further clarification in this regard.

CHIEF ENGINEER(IT)

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Copy to OSD to the VC &MD for favour of information pl.