

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the VC&MD,
Bus Bhavan, Hyderabad-624.
Dt 26.03.2013.



No.STO(DP)/L-DATES/2012-IT.

To
All the Regional Managers.
A.P.S.R.T.C.

Sub: PAYROLLS - Software to generate the Zone-wise, Region-wise and Unit-wise list of employees utilized on Out of Designation (ODs) during the month - Request to review and utilize the data provided in the report - Reg.

It was requested by the Personnel Department to provide list of employees who are working on Out of Designation (ODs) at all the Depots of the Corporation. According to Feb 2013 Salary Bills data about 1028 employees are utilized for 10 days and above.

As per the data available in Payrolls Module, the information will be uploaded in 'apsrtcinfo.com' under 'PD' tag at item '11' 'List of Employees utilized on Out of Designation'.

VC & MD is reviewing the details of No. of Employees utilized on Out of Designation vis-à-vis No. of Employees permitted for the same.

The Report will contain information of Staff Number, Name, Designation, No of Days worked on OD, Unit, Region and Zone. Typical report is enclosed with this letter.

All the Regional Managers and the field Officers of the Regions are requested to review the above report regularly and take necessary action to avoid utilization of ODs at Units and ensure that proper sanction is obtained from competent authority to Utilize them as ODs please.

In case of any difference is observed in the report the same may be informed to Dy.CME(SM-IT) office for correction etc., and advice all the field managers to send compliance after review of above reports by 15 April 2013, so that action will be taken to add or delete information from above reports.

Encl : As above.

EXECUTIVE DIRECTOR(E & IT) 20/3/13

Copy to Director(V&S)/ED(A&P)/ED(O,MIS & AM)/FA&CAO for inf. Please.

All Executive Directors of Zones for inf.

CPM / CTM (O) for inf. and n/a.

All Dy.CTM / Dy.CPM / Dy.CAOs of the Corporation for inf. and n/a.

All POs /AOs of the Corporation for inf. and n/a.

All Depot Managers for inf. and n/a.

STATISTICAL OFFICER (DP)
APSRCTC BUS BHAVAN
MSRD, HYDERABAD-50.