

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No: P2/544(01)/2019-PO-III

O/o the Managing Director,
RTC House, Vijayawada.

CIRCULAR NO. PD-18/2019 DATED 18.07.2019

Sub: PAY – Modification of Special Grades to Class-II, III & IV employees (including Security Staff) from 12/20 years to 9/18 years – Instructions – Issued.

Ref: 1. Circular No.PD-07/2019 dated 22.02.2019 of RPS, 2017.
2. Representation of APSRTC Employees' Union, dt.03.05.2019.

Through the Circular under reference 1st cited, vide item No.9(i) & (ii), the following guidelines were issued regarding modified Special Grades to employees of Class-II, III & IV employees (including Security Staff) from 12/20 years to 9/18 years.

- i. Every employee from Assistant Mechanic (formerly Shramik) to Asst.Manager (including Security Staff) will slide to immediately next higher scale after 9th and 18th year of regular service that counts for increments, subject to maintaining continuity of service and not undergoing any punishment/suspension/EOL etc. to compensate the delays in getting promotions to next cadres for various reasons as per the existing procedure. In short, this new scheme replaces the earlier system of placing the employees in special grade scales of pay on completion of 12 and 20 years.
- ii. The new system of special grades after completion of 9th and 18th year will come into force w.e.f. 01.04.2017. Special Grades which were already sanctioned during the years 2017 and 2018 following 12/20 years of special grade system shall be modified as per this circular and arrears if any to that extent shall be paid to the employees concerned separately.

The recognized APSRTC Employees' Union vide reference 2nd cited has represented to allow 9/18 years of Special Grade from the month of eligibility to every employee instead of 1st August/January

In this regard the procedure to be adopted for sanction of special grades to the eligible employees of all cadres is given below for strict adherence.

1. PD section of the Unit/Depot shall generate the list of eligible employees of Class.II, III & IV categories (including Security Staff) who completed 9 years or 18 years of service every month through HRMS module of CIS.
2. Total Service including the service put in under Reg.30 of APSRTC Employees' (Recruitment) Regulation, 1966, in a particular cadre shall be counted and Casual/ Contract service shall not be counted to determine the eligibility for 9/18 years Special Grade. The active service spent on duty including leave with allowance shall only be taken into account for the purpose of qualifying service.

3. The period of LWP/Absenteeism/EOL/Suspension/Removal shall be excluded. Before generation of the eligible list, the PD staff shall ensure that EOL/ LWP/ Absenteeism/ Suspension days and punishment particulars are entered in HRMS properly in order to prevent sanction of special grades to ineligible employees.
4. If any employee is reverted to his/her former post for certain period and thereafter restored to his/her cadre, the period of reversion shall be excluded to arrive at 9/18 years of service.
5. The employee who have completed 9/18 years of service in a month will be placed in the special grade of his/her cadre in the following month. However, his/her duties and responsibilities shall remain unchanged even after their placement on Special Grade.

a.Example:

Date of appointment : 23-04-2010	Date of appointment : 01-07-2009
Completion of 9 years : 22-04-2019	Completion of 9 years : 30-06-2018
LWP days : 20	LWP days : Nil
9 years SG eligibility : 12-05-2019	9 years SG eligibility : 01-07-2018
Sanction of 9 yrs.SG : 01-06-2019	Sanction of 9 yrs. SG : 01-07-2018

6. In case of employees undergoing punishment of deferment of increments or reduction of pay as on the date of completion of 9/18 years of service, the pay shall be revised in the respective special grade as per eligibility, but shall not be implemented till completion of the punishment period.
7. While fixing the pay in 9/18 years Special Grade, one additional notional increment in the lower (existing) grade shall be given and revised pay shall be fixed at appropriate stage in 9/18 years Special Grade scale.
8. The employees who are eligible for 9/18 years Special Grade shall be permitted to exercise their option to choose the implementation date either from the date of special grade eligibility or from the date of their annual increment, whichever is beneficial to them.
9. The next annual increment shall be given after completion of one year from the date of fixation of pay of employee in 9/18 years Special Grade, duly taking the period of LWP, EOL Absenteeism, Suspension, Removal etc., into consideration.
10. If option for 9/18 years Special Grade is exercised from date of annual increment, the existing pay shall be increased by two increments (One regular and one notional increment) and then pay in Special Grade of 9/18 years scale shall be fixed at appropriate stage.
11. If an employee who is placed in 9/18 years Special Grade gets promoted to higher cadre/Gr.I his/her pay shall be fixed at the next higher level in the scale applicable to the promotion post,

12. An employee who gets eligibility for 9/18 years Special Grade on a particular day, the same shall not be implemented if he proceeds on EOL, suspended or removed before the implementation of special grade. The special grade shall be sanctioned only after he/she resumes duty.
13. If an employee who is promoted to next higher cadre, refuses to take higher responsibilities on promotion or reverted on his own request, he is not eligible to draw 9/18 years Special Grade subsequently.
14. If an employee gets promotion to higher cadre after availing special grade on completion of 9/18 years service and later takes reversion on his own request his special grade facility will be continued. The notional increment if any, given at the time of his promotion to higher cadre shall be withdrawn and pay be re-fixed accordingly.
15. If an employee gets promotion to next higher cadre/Gr.I before completion of 9/18 years of service and takes higher responsibility his pay shall be fixed in corresponding scale of the higher cadre/Gr.I after giving one notional increment in the lower cadre. Such employees are not eligible for 9/18 years special grade since they are promoted before completion of 9/18 years of service.
16. The Depot Manager/ Unit Officer is the competent authority for sanction of 9/18 years of special grades for the employees of all cadres up to AM (including Security Staff) and equivalent categories working in the Unit.
17. Every month, the DM/Unit Officer shall prepare the list of eligible employees working in the depot/unit who completed 9/18 years of service and shall issue orders placing them on 9/18 years Special Grades duly taking option date for fixation of pay from concerned employees.
18. The 12/20 years of special grades which were already implemented as per RPS, 2013 after 01.04.2017 for the years 2017 and 2018 shall be modified in accordance with RPS, 2017 and implement 9/18 years special grade as per the above instructions w.e.f. 01.04.2017 onwards only.
19. The instructions contained in this Circular are issued in accordance with the guidelines of RPS, 2017 regarding sanction of Special Grades on completion of 9/18 years of service replacing the earlier system of sanctioning special grades on completion of 12/20 years, which shall come into force w.e.f., 01.04.2017.


VICE CHAIRMAN &
MANAGING DIRECTOR

18/7/19

To
All Officers of the Corporation