

**ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT**  
(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

No.IR2/118(01)/2023-PO-III

Office of the Commissioner, PTD &  
Ex-officio Managing Director, APSRTC,  
RTC House, PNBS, Vijayawada.

**CIRCULAR NO. PD - 03/2024 dated 19.01.2024**

Sub: **Public Services- Conduct and CC&A Rules** - Implementation of the Andhra Pradesh Civil Services (Conduct) Rules, 1964 and the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 to the employees of APPTD – **Guidelines for ASR District** – Issued – Reg.

- Ref: 1. G.O. Ms. No.70 of General Administration (Services-C) Dept., dated 25.07.23  
2. G.O. Ms. No.71 of General Administration (Services-C) Dept., dated 25.07.23  
3. The Andhra Pradesh State Road Transport Corporation (Absorption of Employees into Government service) (Amendment) Act, 2023 (Act No. 41 of 2023 dated: 27.10.2023)

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In view of the notification of GOs cited at reference 1<sup>st</sup> and 2<sup>nd</sup> above and the amendment to Section 5 of the The Andhra Pradesh State Road Transport Corporation (Absorption of Employees into Government service) Act, 2019 (Act 36 of 2019) made through the amendment Act cited at reference 3<sup>rd</sup> above, the procedural guidelines are issued with regard to disposal of disciplinary cases registered in ASR district as follows.

In respect of all delinquencies that occurred (i) prior to or (ii) on or after the date of notification of GOs under references 1<sup>st</sup> and 2<sup>nd</sup> cited, on which **disciplinary proceedings are yet to be initiated** (charge sheet not yet issued), the disciplinary proceedings shall be initiated immediately, duly issuing charge sheet(s), by framing appropriate charge(s), referring to the misconducts contained in Andhra Pradesh Civil Services (Conduct) Rules, 1964, read with Annexure-IV to Rule 26-A in G.O. Ms.No.70 of GA(Services-C) Department dated 25.07.2023, by the disciplinary authorities concerned as detailed below.

**i) Disciplinary Authorities For ASR District:**

The Disciplinary Authorities competent to initiate and conclude such disciplinary proceedings against various categories of State and Subordinate services employees of APPTD are given at Appendix-V to Rule 11(28), Appendix-VI to Rule 13 and Appendix-VII to Rule 14(2)(iv), notified through G.O. Ms.No.71 of GA (Services-C) Department dated 25.07.2023.

The disciplinary proceedings shall be conducted and concluded, duly following the Andhra Pradesh Civil Services (Conduct) Rules, 1964 read with GO Ms No. 70 of GA(SER.C) Dept., dated 25.07.2023 and the Andhra Pradesh Civil Services (CC&A) Rules, 1991 read with GO Ms No. 71 of GA(SER.C) Dept., dated 25.07.2023.

**ii) 1<sup>st</sup> level Appellate and 2<sup>nd</sup> level Revision Authorities for ASR:**

The Appeal and Revision petitions on the disciplinary cases concluded as per AP Civil Services (Conduct) Rules, 1964 read with G.O. Ms.No.70 of GA (Services-C) Department dated 25.07.2023, shall be dealt with, by the Appellate Authorities and Revision Authorities concerned, as given in the Andhra Pradesh Civil Services (CC&A) Rules, 1991 read with GO Ms No. 71 of GA(SER.C) Dept., dated 25.07.2023, duly referring to Government rule position only. The designated Appellate Authorities and Revision Authorities for ASR district are given hereunder.

- a. **Appellate Authority:** Since DM:Paderu (JSO rank) himself is acting as DPTO:ASR District under special circumstances, Dy.CTM(O&C):Zone-I (SSO) shall dispose of all the appeal cases arising out of the disciplinary matters concluded by the DM, Paderu Depot.
- b. **Revision Authority:** Revision Authority on all these appeal cases lies with ED:Zone-I (revised setup).

It shall be noted that as per the Government system, there are only **two** (02) levels in the appeal channel i.e., (i) Appeal and (ii) Revision.

In removal cases, all Appellate and Revision authorities shall exercise due diligence and ensure that there is a clear vacancy in the cadre at the depot/unit of proposed posting on consideration of the delinquent for reinstatement on Appeal or Revision as applicable.

With respect to all other districts, guidelines are issued in Circular No.PD-2/2024 dated 19.01.2024.

Encl: GO Ms No.70 and 71 dated 25.07.2023

  
**Commissioner, PTD &  
Ex-Officio VC&MD: APSRTC**

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