

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.

Contd..2

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,