



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.

No.P2/255(02)/2018-PO.III

Date: 04.05.2018.

**CIRCULAR NO. 11 /2018-PD dated 04.05.2018**

SUB: ESTABLISHMENT: Entries made in the Service Register – Permission to employee to scrutinize the entries made in service Register – Instructions issued – Reg.

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As per the provisions made in Establishment Manual of APSRTC, it is the duty of every employee to see that his service register is properly maintained. But the said practice is not being implemented. Now, the VC & MD desired to permit the employees to examine their service register to have transparency. Such inspection shall not ordinarily be permitted before the expiry of one year from the date of the last inspection, if any.

The scrutiny of his service register by the employee concerned must be made in the presence of a responsible PD Supervisor.

As a token of his scrutiny and acceptance of entries in the service register, the employee should be required to affix his signature in the service register to a certificate endorsed as indicated below. The supervisor who witnessed the scrutiny shall also endorse his signature as evidence that the scrutiny was conducted under proper supervision.

**“ The entries made in my Service Register to date have been scrutinised by me and accepted as correct”.**

**Scrutinized in my presence**

**Signature of PD Supervisor**

**Signature of Employee**

**Staff No:**

**Unit :**

**Date :**

**CHECK LIST OF SR ENTRIES FOR SCRUTINY BY THE EMPLOYEE**

- |  |   |
|--|---|
| 1. Name & Staff no.  | 8. Date of first appointment                          |
| 2. Gender (male/female)  | 9. Nature of appointment(contract/casual/regular/bws) |
| 3. Father/husband's name                                       | 10. Post to which appointed                           |
| 4. Caste & sub-caste   | 11. Date of retirement                                |
| 5. Date of birth   | 12. Drawal of annual increments                       |
| 6. Educational qualifications                                  | 13. Entries of punishments if any                     |
| 7. Nominations in respect of PF, Gratuity, FPS, SBT, SRBS&CCS. |   |

The Unit Officers are, therefore, permit the employee to scrutinize his service register at any time, if he desires to do so as per the provisions of Establishment Manual.

**EXECUTIVE DIRECTOR (A&P)**

Contd...2