

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. P2/369(5)/2013-PO-IV

Office of the Managing Director,
Bus Bhavan, Mushirabad,
Hyderabad-20.

CIRCULAR NO. PD- 37 / 2013, DATED 18.10.2013

Sub: **INCREMENTS** – Counting of period of suspension and period of service preceding the date of suspension for the purpose of earning Annual Increments – Reiteration of circular instructions – Reg.

Ref: Circular No.PD-107/1986 dated 04.09.1986.

Under Note-3 of Regulation 11(3) (2) of APSRTC Employees' (Pay & Allowances) Regulations, 1964, it was stipulated that if an employee is suspended for mis-conduct, neither the period of suspension nor any period of service preceding the date of suspension shall be allowed to count towards the period necessary to earn an increment.

Through the Circular cited, it was clarified that if an employee is suspended under Regulation 18(1) of CCA Regulations or deemed to have been suspended for any 'mis-conduct' under Regulation 18(2) of CCA Regulations and disciplinary proceedings are contemplated against him, neither the period of suspension nor any period of service preceding the date of suspension will be allowed to count for drawal of increments where charges are proved against an employee. If charges are not proved, the period of suspension and the service preceding suspension will be treated in accordance with the proceedings of Disciplinary / Appellate / Review authority.

Further, it was also clarified that whatever may be the treatment of suspension period by the disciplinary authority either as "Leave Due" or "Not On Duty", the entire period of suspension and the period of service preceding the date of suspension shall not be counted for the purpose of drawal of increments.

In spite of clear instructions, instances have come to notice that in some of the units, the newly recruited clerical staff are not following the above regulations / circular instructions and allowing Annual Increments to the suspended employees counting the period of suspension and the period of service preceding the date of suspension, leading to excess payment of pay and allowances to the suspended employees which is attracting Test Audit / AG Audit objections.

Therefore, all the Unit Officers are once again advised to follow the instructions issued through the circular cited scrupulously.

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The Dy.CPMs of Zones and POs of Regions shall review the cases of suspended employees during their inspection of units and ensure that the circular instructions are implemented without deviation.

Any deviation of the above instructions shall be viewed seriously and the excess paid wages on account of allowing of Annual Increments, counting the period of suspension and the period of service preceding the date of suspension, in violation of Regulations, shall be recovered from the PD Supervisor / Clerk concerned.

Sd/- A.Venkateswara Rao
EXECUTIVE DIRECTOR (A&P)

To
All Officers of the Corporation.

//ATTESTED//


CHIEF PERSONNEL MANAGER

- Copy to Sr.RAO/AG:RTC Branch, Mushirabad, Hyderabad.
- Copy to Secretary to Chairman/PS to VC & MD.
- Copy to PRO/HO for translation into Telugu.
- Copy to PO(Trg.)/HO, for inclusion in monthly index of Circulars (4 copies).
- Copy to ATM-I(M&IT) of Computers Department for n/action.
- Copy to General Secretary, APSRTC Employees' Union, Satyanarayanareddy Marg, Azamabad, Hyderabad.
- Copy to General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, Hyderabad.
- Copy to General Secretary, RTC Telangana Mazdoor Union, 1-9-1113/30, VST Road, Vidyanagar, Hyderabad-44.
- Copy to General Secretary, APSRTC Class-II Supervisors Association, Flat No.102, H.No.16-1-30/A/36, Star Balasai Nest, Lokayukhta Colony, Saidabad, HYD.
- Copy to General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.
- Copy to Notice Board & Incharge of Record Room.