

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IR1/471(2)/2017-PO.III

Office of the VC & MD
RTC House, PNBS,
Vijayawada, Dt.20.02.2017

To

**All the Dy.Chief Personnel Managers of Zones,
All the Personnel Officers of Regions,
A.P.S.R.T.C.**

Sub: **INSPECTIONS** – Inspection of Depots by Dy.CPMs of Zones and POs of
of Regions – Instructions issued – Reg.

A review meeting of all Personnel Department Officers and Legal Department Officers with VC & MD was conducted on 18.02.2017 at RTC House, Vijayawada. The VC & MD has reviewed all the parameters of the above Two Departments in detail.

While reviewing, it was observed that the records in D.M's Offices are not properly maintained and properly disposed. To regularize the system, the VC & MD desired that all POs of Regions shall inspect the Depots in their jurisdiction and see that all the Depots are covered within a quarter and submit inspection reports to Head Office. Similarly, the Dy.CPMs of Zones are advised to inspect atleast 3 Deptos in a month in detail and coordinate with the Personnel officers of the Regions.

Therefore, all the Personnel Officers of the Regions are advised to start inspection of Depots from 01.03.2017 and complete all the Depots in their jurisdiction within a period of 3 months ie., by 31.05.2017 and see that the office procedures are followed in toto. While inspecting the Depots, they are also advised to address the Employees for their grievances and motivate them for the growth of the Organization and report compliance.



Chief Personnel Manager

Copy submitted to ED(A & P) : for favour of information.

Copy submitted to all EDs of Zones : for favour of information.

Copy to all RMs of Regions : for information.

Copy to OSD to VC & MD : for information.