

**AP PUBLIC TRANSPORT DEPARTMENT**  
ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.Ea/813(01)/2022-PD

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

**NOTIFICATION NO. PD - 8/2022 Dated:07.06.2022**

Sub: TRANSFERS – Transfers and postings of employees of all cadres of PTD –  
Instructions - Reg.

Ref: GO Ms No.116 dated 07.06.2022 of (HR.I-PLG.&POLICY) Department

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Government of AP issued guidelines through GO cited above, regarding transfer and posting of Government employees. The existing ban on transfer of employees imposed earlier, is relaxed for the period from 8<sup>th</sup> June to 17<sup>th</sup> June, 2022 to ensure right placement of employees to secure optimum productivity and commitment to furtherance of Government's development objectives.

2. As per the principles of the transfers and postings, the employees who completed 5 years at a station shall invariably be transferred. Transfers shall be effected only on request basis and on administrative grounds.
3. Service rendered in all cadres at a station shall be counted for calculating the total period of stay. Station means place (city, town, village) of actual working for the purpose of transfers and not an office or institution. Other conditions prescribed in the G.O. will also be followed while issuing transfer and posting orders. For details, G.O. copy is enclosed.
4. In terms of the guidelines issued through the G.O. referred above, it is now decided to implement the procedure for transfers stipulated by Government in respect of all cadres of employees ie., erstwhile regional/zonal and state cadres.
5. It is hereby notified that employees of all cadres (regional, zonal and state) who completed a full term of 5 Years of service at the present station, shall invariably submit their options in writing in the proforma of "Request Transfer Application" enclosed herewith, indicating their order of preference.
6. If the employees who completed 5 years at the present station do not indicate their choice of postings through "Request Transfer Application", they will be transferred and posted wherever there is a vacancy in corresponding cadre.

Please Turn Over

7. However, those who completed 5 years term at a station and wish to continue at the same station or transfer to any preferred station under the provisions given at para 4 of the G.O. referred above, may submit the reasons in the Request Transfer Application Form explicitly.

8. If the request transfer applications of state cadre employees shall reach CM(P):HO by 13.06.2022, to complete the process of transfers by 17.06.2022.

9. Similarly, the request transfer applications of regional and zonal cadres shall be submitted to the respective Dy.CPMs of the zone by 13.06.2022 so as to complete the process of transfers by 17.06.2022.

Encl:As above

*Mlas* 08.6.2022  
MANAGING DIRECTOR

To

All Officers

## REQUEST TRANSFER APPLICATION

To  
The Managing Director/  
Executive Director,  
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Place:

Date:

Sir,

Sub: Transfers – Submission of options to consider transfers – Reg.  
Ref: Notification No. PD-8/2022, dated: 07.06.2022.

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In terms of the instructions issued through the Notification cited above, I, (Name) \_\_\_\_\_, (Staff No.) \_\_\_\_\_, (Desg.) \_\_\_\_\_, (Depot/Unit) \_\_\_\_\_

wish to submit the following details into consideration, for posting me to the place of my choice; as-per the procedure decided by the Organization/ Government.

1. I have completed \_\_\_\_\_ (years) and \_\_\_\_\_ (months) of service at the present station.
2. My options in the order of preference for considering transfer and posting are given below.

S.No	Preference	Post	Station
1	1 <sup>st</sup> preference		
2	2 <sup>nd</sup> preference		
3	3 <sup>rd</sup> preference		
4	4 <sup>th</sup> preference		
5	5 <sup>th</sup> preference		

Special conditions / circumstances for consideration {Refer para (4) of G.O.}:

(a)  
(b)

I submit the above details out of my free will.

Yours sincerely,

(Signature)

Name:

Staff No:

Designation: