

653
11/01/23

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO. T1/892(19)/2021-HRD&W

Office of the Managing Director,
RTC House, Vijayawada.

NOTIFICATION NO. PD-01/2023, DATED: 09.01.2023

Sub: **e-office:** Implementation of e-Office in APSRTC – Receipt and dispatch of correspondence through e-office and official e-mails – Orders – Issued.

Ref: 1. Memo No. RDSOMISC/135/2021-SERVICES-RB of T,R&B Dept, Dated 29.10.2021.

2. This office letter no. even dated 02.11.2021.

3 .G.O. Rt. No. 2765, Dated 23.12.2022 of Chief Secretary to Government.

Through the reference 1st cited, guidelines were received from the Government on implementation of e-office in APSRTC. Accordingly, through the reference 2nd cited, guidelines were issued to all Depots/Regions/Zones of APSRTC regarding the procedure to be followed at various levels while routing files through e-office system.

The Supervisors/Managers at Depot/Unit/Region/Zone were given necessary training by IT and Personnel Departments of Head Office on e-office system. The Depots/Units were provided with the required infrastructure for this purpose. However, e-office was not implemented in APSRTC to the full scale due to some practical problems experienced in the past two (2) years.

Now, the Govt. of A.P through the reference 3rd cited issued instructions for strict compliance of e-Dispatch of various correspondences of government from the Departments of Secretariat to the concerned authorities and receipt of proposals, General correspondence (Tappals) by e-Tappal and that no physical copy of Dispatch of correspondences by Secretariat Departments and receipt of proposals to the Secretariat Departments by Heads of Departments and all other offices shall be entertained w.e.f 01.01.2023.

Therefore, all Officers are hereby advised to implement the following e-office systems with immediate effect at all Depots/Units/Districts/Zones of APSRTC. These instructions will come into force with immediate effect.

1. All files shall be routed through e-office system.
2. Correspondence between offices shall be done through e-Tappal system.
3. Correspondence from APSRTC to other Departments shall be done through e-office / e-Tappal system.

I.T.Department and Personnel Department of Corporate office will provide necessary training afresh to all Supervisors & Managers on e-office system. For any assistance and clarifications Dy.CPM(HRD&W), Head Office shall be contacted.

PO-III

To
All Officers of Corporation.

Sup (M)

Milap 10.01.2023
MANAGING DIRECTOR
APSRTC