

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

No.Ea/813(02)/2022-PD

Office of the Commissioner, PTD,
Ex-officio VC&MD:APSRTC,
RTC House, PNBS, Vijayawada.

NOTIFICATION NO. PD-15/2023 Dated:18.05.2023

Sub: **TRANSFERS** – Transfers and postings of employees of APPTD –
Instructions - Reg.

Ref: GO Ms No.71 dated 17.05.2023 of Finance (HR.I-PLG.&POLICY)
Department

The Government, through GO cited above, communicated that the existing ban on transfer of Government employees is relaxed for the period from 22nd May to 31st May, 2023 to ensure right placement of employees to secure optimum productivity. The guidelines related to transfers such as principles of transfers and postings and procedure for transfers were also communicated. Copy of the G.O. is enclosed.

After examining the broad guidelines issued by the Government, the specific procedure to be followed for transfer of APPTD employees is given below.

1. Transfers shall be considered only "**on request**" basis and on "**administrative grounds**".
2. The employees who completed 2 years of service at the present station as on 30th Apr, 2023 are only eligible for seeking request transfers.
3. The employees who completed 5 years of service at the present station as on 30th Apr, 2023 shall be invariably transferred, on administrative grounds. Service in all cadres at a station shall be counted for calculating the total period of stay, for this purpose. Station means place (city, town, village) of actual working for the purpose of transfers and not an office or institution.
4. All transfers of Regional/Zonal/State cadre employees shall be issued subject to the availability of the positions in the cadre concerned in the fold of respective DDOs (Depots/Units).
5. **Regional cadre employees:** In respect of Regional cadre employees i.e, upto the rank of DC/TI-III/LH, the following specific guidelines shall be followed.
 - a. Employees shall not be transferred merely on the grounds of completion of 5 years of service at the present station. En masse transfers of drivers, conductors, mechanics, assistant mechanics etc., shall not be resorted to.
 - b. Request transfers shall be considered, duly giving preference to the erstwhile regional seniority among the applicants.
 - c. On the special considerations like administrative reasons and suitability of an employee for the specific job, transfers can be issued.

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6. The guidelines issued at 5(a) to (c) are applicable to State and Zonal cadre employees also.
7. While effecting transfers, those who are working on relieving basis as per already considered requests, shall be adjusted in the regular vacancies in that particular unit as far as possible.
8. **Procedure to be followed for transfers:**
 - a. Employees of Regional and Zonal cadres seeking request transfers shall submit applications afresh, in the prescribed proforma (enclosed) to the DPTO of erstwhile Regional HQ, ED of erstwhile Zonal HQ, as applicable.
 - b. Employees of State cadre i.e, AM/AE and above cadres, seeking request transfers shall submit applications afresh, in the prescribed proforma (enclosed) to CM(P):HO.
 - c. The request transfer applications submitted earlier are not valid.
 - d. The request transfer applications shall be submitted on or before 23.05.2023 and the applications received after 23.05.2023 will not be considered.
 - e. In respect of Regional cadre employees, DPTO of erstwhile Regional HQ, assisted by the Personnel Officer nominated by ED of erstwhile Zone, is responsible for completion of transfer process of employees, only among the units of erstwhile Region.

Ex:

- i. DPTO:EG (RJY) assisted by PO nominated by ED:Zone-1 is responsible for completion of transfer process of all regional cadre employees of erstwhile East Godavari Region.
- ii. DPTO:NTR assisted by PO nominated by ED:Zone-2 is responsible for completion of transfer process of all regional cadre employees of erstwhile Krishna Region.
- iii. DPTO:PKSM assisted by PO nominated by ED:Zone-3 is responsible for completion of transfer process of all regional cadre employees of erstwhile Prakasam Region.
- iv. DPTO:TPT assisted by PO nominated by ED:Zone-3 is responsible for completion of transfer process of all regional cadre employees of erstwhile CTR Region.
- v. DPTO:YSR assisted by PO nominated by ED:Zone-4 is responsible for completion of transfer process of all regional cadre employees of erstwhile Kadapa Region.

- f. In respect of Zonal cadre employees, ED of erstwhile Zone, assisted by Dy.CPM of erstwhile Zone, is responsible for completion of transfer process of employees, only among the units of erstwhile Zone.
- g. In respect of State cadre employees, ED (Admin): HO, assisted by CM(P):HO, is responsible for completion of transfer process.
9. ED:Zones shall monitor the progress of transfer process of employees of both Regional and Zonal cadres and ensure completion of the task by 29.05.2023, duly adhering to the guidelines issued above.

Encl: As above

Mula
18.5.2023
Commissioner: PTD
Ex-officio VC&MD: APSRTC

To
All Officers

REQUEST TRANSFER APPLICATION

To
The DPTO,

Place:
Date:

_____ (erstwhile regional HQ),

_____.

Sir,

Sub: Transfers – Submission of options to consider transfers – Reg.
Ref: Notification No. PD- 15/2023, dated: 18.05.2023.

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
1	1 st preference	
2	2 nd preference	
3	3 rd preference	
4	4 th preference	
5	5 th preference	

Preferences for consideration of request transfer
{Refer para 3(v) of G.O.Ms.No.71 dated:17.05.2023}:

- (a)
- (b)

I submit the above details out of my free will.

Yours sincerely,

(Signature)

Name:

Staff No:

Designation:

REQUEST TRANSFER APPLICATION

To
The ED: _____ (erstwhile Zone),

_____.

Place:
Date:

Sir,

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Preferences for consideration of request transfer
{Refer para 3(v) of G.O.Ms.No.71 dated:17.05.2023}:

- (a)
(b)

I submit the above details out of my free will.

Yours sincerely,

(Signature)

Name:

Staff No:

Designation:

REQUEST TRANSFER APPLICATION

To
The Chief Manager (Personnel),
RTC House, PNBS,
Vijayawada.

Place:
Date:

Sir,

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Ref: Notification No. PD- 15/2023, dated: 18.05.2023.

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{Refer para 3(v) of G.O.Ms.No.71 dated:17.05.2023}:

- (a)
- (b)

I submit the above details out of my free will.

Yours sincerely,

(Signature)

Name:

Staff No:

Designation: