

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT
(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

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

No.E4/255(17)/2023-PO-II

NOTIFICATION No.PD-19/2023 dated 11.10.2023

Sub: ESTABLISHMENT: Guidelines for transferring staff from zones to Corporate Office, Vijayawada in the proportion of 40%:20%:20%:20% (VJA:VZM:KDP:NLR) – Reg.

- Ref: 1) G.O.Ms.No.9, T, R&B(Tr.II) Department dated 24.02.2023.
2) This Office Notification No.PD-6/2017 dated 01.08.2017.
3) This Office Notification No.PD-13/2023 dated 15.05.2023.

The Government of Andhra Pradesh vide reference 1st cited, has approved the revised cadre strength of various categories of Public Transport Department employees. The Director of Treasuries and Accounts has communicated the DDO wise revised cadre strength vide Endt.No.RIN02-18069/43/2022-H SEC-DTA-Part(1) dated 27.04.2023 across all 161 DDOs of APPTD.

Traditionally, it has been the practice to draw the staff required by the Corporate Office in various regional/ zonal level cadres from all the zones as there is no separate recruitment of the staff working at Corporate Office, RTC House, Vijayawada. Such drawl of ministerial and other staff has been in accordance with a specified ratio for each zone so that the Corporate Office reflects a representative sample of the entire state.

Accordingly, instructions were issued vide Notification under reference 2nd cited to draw the Zonal/Regional category staff to Corporate Office in the proportion as shown below:

Vijayawada Zone	: 40%
Vizianagaram Zone	: 20%
Kadapa Zone	: 20%
Nellore Zone	: 20%

The above proportions are not applicable to (i) staffing Headquarters Enforcement Squads (HES) as the staff to such squads are drawn locally from zonal/ regional cadres where the squads are located (ii) the cadres which are directly under the control of Corporate Office like paramedical staff except Ward boy/ Ward Girl, (iii) Civil Engineering Staff except NTM/MM, (iv) Security Sub Inspector, Security Inspector in Security Department and (v) Dy.Suptd.(Stat) and Superintendent(Stat) in Statistical Department.

If the quota prescribed for a particular zone is completely filled up and there is a candidate of the same zone with exceptional qualities who deserves transfer to Corporate Office or in cases of administrative exigencies, then such exceptionally talented candidate can be considered against the quota of other zones provided there are vacancies in such other zone quotas. However, such transfer shall be only be on temporary basis till a vacancy arises in the quota of the zone to which the employee belongs or another employee of such other zone is chosen for transfer.

Further, instructions were also given that the zones are permitted to fill up the equivalent number of employees drafted to Corporate Office against their respective earmarked quotas by promotion from respective feeder cadres without exceeding the sanctions.

In this back drop, since the revised cadre strength is notified as given in para (1), it is felt necessary to issue revised guide lines on the staffing of Corporate Office by drawing staff from 4 zones on deputation so as to (i) regulate the staff of Corporate Office in such a way that there is a healthy and representative mix of staff from all zones (ii) determine the staff strength in respective cadres of 4 zones for which promotions can be issued by the respective zones (iii) notify the above policy to DTO for drawing salaries to HO personnel so that objections are not raised in drawl of salaries (iv) establish a policy on transfer and staffing of HO.

Hence, the following guidelines are to be adopted for transferring staff from zones to Corporate Office in the proportion given above.

1. Request Transfer Applications submitted by the employees directly to Corporate Office for the posts apportioned to zones as given in Annexure enclose to this notification will not be entertained. The said applications should be routed through proper channel ie., Unit Officer, DPTO's Office and ED(Z)'s office with necessary recommendations, performance reports and bio-data of the applicant. At each level, the applications shall be acknowledged. All such applications received in Corporate Office will be acknowledged and registered and the list of applications pending as per the order of date of registration will be displayed on the notice board. Applications without being routed through proper channel or without bio-data will not be registered.
2. Mere registration of application does not confer any right on the employee for automatic transfer based on seniority of registration. Transfers will be issued as per need and administrative convenience. Selection of candidates for transfer will be as per merit and performance based from among the applicants.
3. The registered applications will only be considered for transfer to Corporate Office within the quota specified for that particular zone to which the employee belongs.
4. If quota prescribed for a particular zone is completely filled up and there is a candidate of the same zone with exceptional qualities who deserves transfer to Corporate Office or in cases of administrative exigencies, then such exceptionally talented candidate can be considered against the quota of other zones provided there are vacancies in other zone quotas. However, such transfer shall be only on temporary basis till a vacancy arises in the quota of the zone to which the employee belongs or another employee of such other zone is chosen for transfer.
5. The zones are permitted to fill up the equivalent number of employees drafted to Corporation Office against their respective earmarked quotas by promotion from respective feeder cadres without exceeding the sanctions.

Encl: Annexure


**Chief Manager(P) &
Board Secretary**

Copy to all Officers of the Corporation.

Annexure to Notification No.PD-20/2023, Dated: 11.10.2023

STATEMENT SHOWING THE EMPLOYEES OF 4 ZONES OF APSRTC DRAFTED TO CORORATE OFFICE (CATEGORY WISE)

S.No.	Category	Cadre Strengt	KDP Zone @ 20%	NLR Zone @ 20%	VJA Zone @ 40%	VZM Zone @ 20%
1	Supdt.(P)	10	2	2	4	2
2	Dy.S(P)	2	0	0	1	1
3	SA(P)	14	3	3	5	3
4	JA(P)	21	4	4	9	4
5	Typist	1	0	0	1	0
6	RC	7	2	1	3	1
7	RT	1	0	0	1	0
8	Supdt.(F&A)	14	3	3	5	3
9	Dy.S(F&A)	11	2	2	5	2
10	SA(F,A&C)	18	4	4	6	4
11	JA(F)	17	3	3	8	3
12	Supdt.(T)	13	3	3	4	3
13	Dy.S(T)	6	1	1	3	1
14	DC/TI-III/TTI	1	0	0	1	0
15	ADC/Cont./ADC(Tech.)	31	6	6	13	6
16	Driver Gr.I	11	2	2	5	2
17	Driver Gr.II	43	9	9	16	9
18	Cond. Gr.I	3	1	1	1	0
19	Cond. Gr.II	27	5	5	11	6
20	Supdt.(Mech)	11	2	2	5	2
21	Dy.S(Mech)	6	1	2	2	1
22	L.H.	1	0	0	1	0
23	Supdt.(Mat)	2	0	1	1	0
24	Dy.S(Mat)	2	1	0	1	0
25	SA(Mat)	5	1	1	2	1
26	JA(Mat)	8	2	2	2	2
27	SASI	1	0	0	1	0
28	RHC	8	2	2	2	2
29	RC	38	8	8	14	8
30	Ward Boy/Ward Girl	12	2	2	6	2
31	MNO/FNO	9	2	2	3	2
	TOTAL	354	71	71	142	70

S.No.	Description	Sanctions
1	Total Number of staff alloated to RTC House, Vijayawada including JSO, SSO and above cadre officers and squad personnel	771
2	State Cadre Personnel to be deleted	
	i) All Officers	194
	ii) Frontline Supervisors (AM(T) and AE(Mech.) and equivalent Cadre)	66
	iii) Paramedics excluding WB/WG and MNO/FNO	37
	iv) Security personnel(SSi)	1
	v) Civil Engineering personnel (SO(Civil)+Dy.SO(Civil)+ASO(Civil)) +SO(Elec.)+Dy.SO(Elec.))	14
	Sub-Total of State Category employees	312
3	Squad personnel (as the staff to such squads are drawn locally from zonal/ regional cadres where the squads are located)	105
	Net employees to be apportioned among 4 Zones(1-2-3)	354