

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

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

Office of the Commissioner, PTD &
Ex-officio Managing Director, APSRTC,
RTC House, PNBS, Vijayawada.

20(A)

NOTIFICATION No. PD-20/2023 dated 03.11.2023

Sub: ESTABLISHMENT: 'Transfer In' and 'Transfer Out' of employees to match the approved DDO wise cadre strength – Employees working in other than their parent units due to non-availability of approved cadre strength in their present units – Guide lines - Issued.

Ref: 1) G.O.Ms. No.9, Transport, Roads & Buildings (PTD-I), 24th February, 2023 of Govt. of AP published in the Gazette Notification dated 02.03.2023.

2) This Office Notification No.PD-13/2023 dated 15.05.2023.

The Government of Andhra Pradesh had communicated the Cadre Strength of 51,488 employees in APPTD through the reference 1st cited. Accordingly, the unit wise cadre strength is prepared based on the operation of Schedules at the respective Depots and as per the requirement at Non Operational Units pertaining to each district and Zonal non-operational unit, in consultation with the officers of the Districts and Zones concerned and communicated to the units vide Notification No.PD-13/2023 dated 15.05.2023.

The DDO wise cadre strength of various categories of employees working in APSRTC / APTPD across all 161 DDOs of APPTD, within the total category wise cadre strength (51,488) approved by the Government, were communicated by DTA:Mangalagiri to STOs/DTOs vide Endt. No.FIN02-18069/43/2022-H SEC-DTA-Part(1) dated 27.04.2023 and the same were uploaded in respective DDOs' login in the payroll herb portal by APCFMS authorities.

For the purpose of drawl of salaries through APCFMS, the employees working in various Districts and Zonal non-operational units are kept under one single DDO at DPTO's Office and at ED Zone Office respectively, duly uploading total sanctions of all such non-operational units under respective DDOs in APCFMS portal.

In tune with the allotment of Officers and Employees, in different categories, made to various Units as per the approved DDO wise cadre strength at para supra, posting orders were communicated to all the Units of the PTD duly advising the Zones to make adjustments according to the need within the approved DDO wise cadre strength.

Because of stabilising the cadre strength as per approved norms based on schedules DDO wise, the flexibility of deploying staff as was done earlier on interchangeable basis is lost. Hence, it necessitated to transfer out the employees who could not be adjusted within the sanctioned cadre strength of depot/unit wise for the reason that if they are continued at their respective current place of work, their salaries cannot be drawn as there is no provision to accommodate them in the sanctioned cadre strength of their post.

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However, the employees transferred out of their current unit for want of sanctioned vacancies, are allowed to work temporarily at their respective current units due to administrative exigencies described above, though their salaries are drawn at the units to which they are transferred.

In the back drop of adjustment of staff to match the sanctions uploaded in APCFMS resulting in the physical depot/unit of work of such transferred employee being different from the depot/unit where salary is drawn, doubts are expressed regarding which depot/unit should (i) sanction of leave (ii) issue Bus Passes (iii) processing Loan applications, withdrawal from PF& CCS etc. (iv) performance appraisals (v) initiation of Disciplinary action and imposing punishments (vi) sanction of Annual Increments (vii) sanction of Leave Encashment (viii) medical facilities (ix) maintenance of Service Records in APSRTC etc.

On examining the above issues, the following guide lines are issued.

Definitions:

- (a) **Unit Officer (Salary drawing Unit/DDO):** The officer of the depot/unit to which the employee is transferred in, shown in cadre strength and the salary of the employee is drawn.
- (b) **Controlling Officer:** The officer of the depot/unit in which the employee is physically working temporarily on relieving basis.

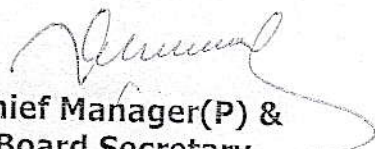
Functions:

1. **Sanction of Leave:** The Controlling Officer is vested with the powers of granting leave. It is for the reasons that (a) the Controlling Officer will have the first hand knowledge of the requirement of staff and staff position (b) it facilitates smooth operation of services (c) it enforces discipline (d) avoids the movement of the employee to Unit Officer for leaves thereby wastage of time (e) scope for communication gaps are minimised and (f) the Unit Officer is not aware of the local problems of Controlling Unit which may affect the smooth operation at the Controlling Unit etc.
2. **Issue of Bus passes:** The Controlling Officer is vested with the powers of issuing privilege bus passes and maintain the record of the same so that the said facility is not misused and for the reasons given in (c) to (f) in (1) above.
3. **Processing Loan applications, withdrawal from PF & CCS etc.:** Controlling Officer shall certify the documents on the strength of salary particulars recorded in the P cases / Service Register or on obtaining the same from the Unit Officer concerned. This will avoid delay in the employee obtaining loans in time.
4. **Performance appraisals:** The Controlling Officer under whose functional control the employee is working will have first hand knowledge of the performance of the employee, the Merit Rating of the employee concerned shall be rated by the Controlling Officer and sent to the Counter Signing Authority of the Controlling Officer.

5. **Initiation of Disciplinary Action and awarding punishments:** The Unit Officer is the Appointing Authority and the punishment orders issued by such Appointing Authority will only be valid from the legal perspective. But the Unit Officer may not have the first hand knowledge of the delinquency committed by the employee. Hence, the disciplinary procedure followed in respect of the employees lent on foreign service to other organisations on deputation shall be followed. Therefore, the Controlling Officer shall initiate the disciplinary proceedings (issuing charge sheet, suspension order), complete the enquiry proceedings and forward the disciplinary file to the Unit Officer concerned for taking appropriate final decision. The Unit Officer shall issue the final order in consultation (if required) with the Controlling Officer in such matters.
6. **Sanction of Annual Increment:** Annual Increment has to be sanctioned by the Unit Officer only as he/she is the appointing authority. The Unit Officer shall obtain the relevant information on the availment of leaves, sick, absence, disciplinary actions etc., from the Controlling Officer and on examining the relevant information, sanction the annual increment. If necessary the P Case and SR of the employee shall be obtained by the Unit Officer from Controlling Officer for this purpose. The relevant forms etc., shall be sent to the Controlling Officer for filing the same in the P case of the employee concerned with an SR entry certified by the Controlling Officer.
7. **Sanction of Leave Encashment:** Leave encashment shall also be sanctioned by the Unit Officer concerned subject to the conditions specified in (6) above and for the reasons mentioned therein.
8. **Medical Facilities:** The transferred employee shall be allowed to avail the medical facilities in the nearest APSRTC dispensary to the depot/ unit of work. The letters directing the employee to dispensary for periodical medical examination or directing to Medical Board etc., shall be signed by the Controlling Officer with necessary entries in the records of the employee concerned.
9. **Maintenance of Service Records:** For all the reasons mentioned above and in view of the administrative convenience, the Personal Record and Service Register of a transferred employee shall be maintained at the depot/unit where the employee is physically working for the ease of filing and recording orders, memos, bus passes and leave details etc., by the Controlling Officer.

Therefore, all Unit Officers shall follow above instructions scrupulously.

This has the approval of the Competent Authority.


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

Copy to all Officers of the Corporation.