

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

No.Ea/255(5)/2022-PD

Office of the Commissioner  
& EO: VC&MD, APSRTC,  
RTC House, PNBS, Vijayawada.

**NOTIFICATION No.PD-11/2022 Dated 19.09.2022**

Sub: TRANSFERS – Restructuring of erstwhile Regions in APSRTC into DPTOs  
on lines of GoAP – Guidelines on transfers – Reg

Ref: 1) G.O.Ms.No.24 of GA (SPF-MC) department dated 06.04.2022  
2) Circular No. PD-03/2022 dated 19.04.2022

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Vide reference 2<sup>nd</sup> cited, the erstwhile Regional and Zonal set up in APSRTC was restructured into Districts and Zones with revised jurisdictions coterminous with the Government system consequent to the restructuring of erstwhile 13 Revenue Districts into 26 new Revenue Districts in the GoAP.

2. In terms of G.O. at reference 1<sup>st</sup> cited, the employees presently working/provisionally allotted to various units in the restructured districts shall have their seniority maintained in erstwhile Region/Zone, for the purpose of lien, seniority, promotions and other service matters till further instructions are issued.

3. In the restructured 26 new districts, geographical areas of two or more erstwhile regions along with the units, offices located therein are included. The supervisors and staff required at DPTOs' offices were provided by issuing 'Orders to Serve' temporarily duly maintaining their seniority in their respective erstwhile Regions / Zones.

4. Since APSRTC/AP PTD is a dynamic organization which requires transfer of buses, manpower and other resources from one unit to another on need basis, it is necessary to issue guidelines on transfer of supervisors and staff from one unit to another duly revising the delegation of powers on transfers issued earlier in the erstwhile Region/Zone.

5. This subject matter was discussed thoroughly with all EDs and DPTOs in the meetings held on 19.07.2022 and 23.08.2022. Draft guidelines were circulated for examination, discussion and suggestions. The suggestions received from field officers have been examined and the following guidelines are issued for implementation.

**5.1 Regional / Zonal cadre employees: Transfers within the restructured new District:**

DPTO is authorized to issue transfers of the Regional / Zonal cadre employees working in the Depots/Units falling in the administrative jurisdiction of the district concerned in consideration of requests from employees or on administrative grounds, duly maintaining the seniority of such employees in their respective erstwhile Regions/Zones.

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5.1.1: Employees in the cadres of Conductor, Driver, Dy.Supt., Supt. etc., working at any depot/unit of the restructured district, say Prakasam district, can be transferred by DPTO concerned to any depot in the restructured district ie., Ongole, Podili, Markapur, Giddalur and Kanigiri only.

## **5.2 Regional / Zonal cadre employees: Inter district Transfers within the restructured Zone:**

ED:Zone in revised set-up is authorized to issue inter-district transfers of the Regional / Zonal cadre employees working in the Depots/Units of the districts falling in the administrative jurisdictions of the zone concerned in consideration of requests from employees or on administrative grounds.

5.2.1: Employees in the cadres of Conductor, Driver, Dy.Supt., Supt., Asst.Manager etc., working at any depot of erstwhile Guntur region can be transferred by ED:Zone-III to any depot/unit of the restructured districts ie., Guntur, Palnadu and Bapatla, duly retaining the seniority of such employees in respective erstwhile region/zone and state.

5.2.2: Employees in the cadres of Conductor, Driver, Dy.Supt., Supt., Asst.Manager etc., working at any depot of erstwhile Guntur region can also be transferred by ED:Zone-III to any depot/unit of the restructured Zone-III, ie., to any depot/unit of Guntur, Palnadu, Bapatla, Prakasam, SPS Nellore, duly retaining the seniority of such employees in respective erstwhile region/zone and state.

## **5.3 Zonal cadre employees - Transfers within the Zone (revised):**

ED:Zone in revised set-up is authorized to issue transfers of the Zonal cadre employees working in the Depots/Units of various districts falling in the administrative jurisdictions of the revised zone concerned in consideration of requests from employees or on administrative grounds.

5.3.1: Employees of zonal cadres such as JA, SA, Dy.Supt., Supt., Asst.Manager etc., working at any depot, say Dharmavaram depot of the restructured Satya Sai district can be transferred by ED:Zone-IV to any Depot / Unit in Kurnool or Nandyal or Ananthapur or Sri Satya Sai or Kadapa or Annamayya or Tirupathi or Chittoor districts, duly maintaining the seniority of such employees in erstwhile KDP Zone.

## **5.4 Inter Zonal Transfers within the State:**

ED (Admn.):HO is authorized to issue inter-district or inter-zonal transfers of the Regional / Zonal cadre employees working in the Depots/Units of various districts/zones of the state in consideration of requests from employees or on administrative grounds.



6. The following procedure shall be followed for registration of applications seeking request transfers and to issue transfers on request/administrative reasons.

**6.1 For intra-district transfers (by DPTO):** The request transfer applications of the regional or zonal cadre employees working in the depots/units of the restructured district seeking transfer to any depot/unit within the same restructured district, shall be registered in the Office of DPTO concerned. Transfers shall be issued by DPTO concerned to the needy units/depots of the new district duly considering the seniority among the applicants, special reasons/exigencies, if any.

**6.2 For inter-district transfers (intra-zone by ED: revised Zone):** The inter-district request transfer applications of the regional or zonal cadre employees working in any depots/units of the restructured zone shall be registered in the Office of Executive Director, Zone (revised) concerned. Transfers shall be issued to the needy depots/units of the revised zone by the Executive Director, Zone (revised) concerned duly considering the seniority among the applicants, special reasons/exigencies, if any.

**6.3 For inter-zonal transfers:** The applications of the regional or zonal cadre employees working in the depots/units of various zones in the state seeking inter-zonal request transfers, shall be registered in HO. The transfers shall be issued to the depots/units of the zones by the Executive Director (Admn.) duly considering the seniority among the applicants, special reasons/exigencies, if any.

7. All EDs:Zone and DPTOs and are hereby advised to implement the above guidelines while issuing transfer orders to fill up the vacancies that arise in due course at various Depots/Units.

8. These instructions will come into force with immediate effect.

*M. L. S.*  
22.9.2022 ✓  
**COMMISSIONER, AP PTD &  
EO: VC & MD, APSRTC**

To  
All Officers.