

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.P2/532(3)/2016-PO (III)

Office of the Managing Director,
RTC House, PNBS, Vijayawada-13,

CIRCULAR No.PD- 44/2016, DATED 29.09.2016

**Sub: OFFICE PROCEDURE – Introduction of Zonal Set up –Units/
Depots/ Production Units/Regions not to correspond directly
with Corporate Office – Instructions – Reiterated.**

- Ref: 1. Circular No.PD-67/1994, dt.07.07.1994.
2. Circular No.PD-68/1995, dt.10.08.1995.
3. Circular No.PD-97/1996, dt.04.11.1996.
4. Circular No.PD-24/2000, dt.31.03.2000.
5. Circular No.PD-54/2008, dt.04.12.2008.

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Consequent to introduction of Zonal Set up, instructions were issued vide references cited that the Units such as Depots, Production Units and Regions should not correspond with the Corporate Office directly and the Depot Managers and Unit Officers were advised as under:

- 1) The issues for clarifications on matters pertaining to Personnel Department shall be routed through the respective Zonal Offices only.
- 2) They should not enter into correspondence with Corporate Office directly unless specifically called for.
- 3) The Zonal Offices should send consolidated information as called for from time to time but not by any other Unit; and
- 4) For any clarification required by Zonal Offices, a factual report shall be sent duly referring the existing Rules/Regulations or guidelines, if any, together with the required records to Head Office for detailed examination and to issue a directive/clarification.

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In spite of issuing instructions through circulars cited from time to time, the Units/Regional Offices are still corresponding directly with the Head Office deviating the instructions, on simple matters which can be conveniently clarified by the Regional/Zonal Offices had they been referred to.

After analyzing the problems received from the units and examining all aspects involved, Zonal office shall endeavour to find out adequate solution within the broad frame work of the policy guidelines formulated by the Corporate Office. In case, Zonal Office still faces any problem, Executive Director/Zone concerned shall send a detailed account of it to the Corporate Office for clarification.

On the other hand, if individual units correspond with the Head Office directly duly making copy to the Zonal Office, it may lead to parallel dealings at the Zonal Office and Corporation Office resulting in duplication of work besides wastage of valuable time.

In view of the above, Depot Managers and other Unit Officers in the zones are once again advised not to correspond with the Corporate Office directly on any matters, unless specifically called for.

Therefore, the instructions issued through the circulars cited shall be followed scrupulously without any deviation.


EXECUTIVE DIRECTOR (A&P)

To

All Officers of the Corporation