



**APSTC**

**Revised Scales of  
Pay & Allowances - 2017**

**for**

**Class-II, III and IV  
Employees**

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No. IR3/741(1)/2018-PO-III

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.

**CIRCULAR No. PD- 7/2019 DATED 22.02.2019**

Sub: **SCALES OF PAY** – Revision of Scales of Pay & Allowances-2017 for Class-II, III and IV Employees – Instructions - Issued.

Ref: Memorandum of Understanding No. IR3/741(1)/2018-PO-III dated 05.02.2019

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1. **INTRODUCTION:** A Wage Agreement has been reached with the APSRTC Employees' Union (Recognized under Clause 3 of Code of Discipline) on Revision of Pay Scales & Allowances on 05.02.2019 and an MoU was entered into by and between management of APSRTC and JAC. Accordingly, the following instructions are issued for implementing the revised Pay Scales to Class-II, III and IV employees, pending approval of the Corporation Board and sanction of the Government of AP.
2. **REVISED SCALES OF PAY 2017 AND THEIR APPLICABILITY:**
  - 2.1 The Scales of Pay forming part of MoU cited, shall be applicable to all Class-II, III and IV Employees of APSRTC, who were on rolls as on 01.04.2017 and recruited during the tenure of the agreement period i.e., up to 31.03.2021. The "Revised Scales of Pay-2017" (RPS-2017) shall be deemed to have come into force with effect from 01.04.2017 unless specified otherwise. The existing 12 scales of pay from Shramik category in Class IV service, several other categories in different departments in Class III service to the supervisory category up to Assistant Manager in Class II service, will be continued. The designation of "Shramik" is changed as Assistant Mechanic and that of "Helper" is changed as Deputy Mechanic. The designation of "Assistant Nursing Superintendent" is changed as "Nursing Superintendent". The details of the Revised Master Scales of Pay-2017 for regular employees is shown at **Appendix-I**. The applicability of Master scales in RPS-2017 to different cadres for Regular employees and the scales for casual / contract employees who are directly recruited by APSRTC as per APSRTC Employees' (Recruitment) Regulations is shown at **Appendix-II**. The Revised Scales of Pay-2017 shall be implemented in the Salary Bill of March, 2019 payable on 01.04.2019.
  - 2.2 **The Revised Scales of Pay shall not apply to:**
    - a) Persons engaged on Contingent basis
    - b) Persons working in the Corporation on Deputation and who have not opted for Corporation Scales during the period of their deputation
    - c) Persons appointed on consolidated Pay / Honorarium
  - 2.3 All appointments whether by promotion or direct recruitment made to existing posts or any additional posts created on or after 01.04.2017 shall automatically be in the Revised Scales of Pay-2017.

3. **FITMENT** – It is agreed to allow 25% fitment on the Basic Pay drawn as on 01.04.2017 to each employee and merge the DA applicable as on that date. It is also agreed to enhance the 25% fitment currently allowed on par with the % of fitment to be given to NGOs as and when the Government of A.P. finalizes a better fixation to the NGOs compared to APSRTC with retrospective effect from 01.04.2017 and to revise the pay fixation in future accordingly.

3.1 **GRADE PAY:** For the first time, Grade Pay is introduced in RPS-2017 to Senior Assistant, Junior Assistant, Routine Clerk, Record Tracer and Typist Cadres with prospective effect and this shall be implemented from salary bill of March, 2019 payable on 01.04.2019 onwards only. The Grade Pay shall be treated as Pay for the purpose of drawing DA, HRA, Encashment and Retirement benefits etc.

**The applicable Grade Pays to various categories are given at Appendix-III**

4. **EXERCISING OPTION:**

All employees shall have the option to come on to the Revised Scales of Pay-2017 subject to the following conditions. The Employees may opt to:

(a) Remain in the existing Scales of Pay in RPS-2013 until he/she ceases to draw pay in the existing Scales of Pay 2013 or

Draw pay in the RPS-2017 either from 01.04.2017 or from the date on which he/she earns his/her next increment before 31.03.2018 in the post held as on 01.04.2017.

(b) An Employee holding a Substantive lower post and Officiating in a higher post (under Reg. 30) as on 01.04.2017 or on the date of Option, shall exercise his/her Option in respect of both the posts.

(c) The option shall be exercised in duplicate before 07.03.2019. A specimen Option Form is appended to this Circular at **Appendix-VIII**.

(d) The office staff concerned shall verify the details of punishments of both Cumulative and Non-Cumulative nature and the same should be shown in the relevant columns in the option form. Accordingly, the eligibility date for considering the fixations shall be arrived at.

(e) The fixation date opted by the employees shall be final. However, the employees shall be permitted to revise their Option subsequently if change of option date is favourable to the employees for better financial advantage based on the revised % of fitment to be given to NGOs as and when Government of AP finalizes better fixation compared to APSRTC with retrospective effect from 01.04.2017.

(f) If the employee does not exercise the Option in writing before 07.03.2019, he/she shall be deemed to have opted for fixation in the RPS-2017 from 01.04.2017.

(g) An encasement with the following matter may be affixed on the Pay Fixation form of such employees who have not given option before 07.03.2019, duly signed by the Supervisor and Unit Officer.

NOT SUBMITTED OPTION DATE FOR PAY FIXATION  
IN RPS-2017. HENCE, PAY IS FIXED AS ON 01.04.2017

SIGNATURE OF SUPERVISOR:

SIGNATURE OF UNIT OFFICER:

- (h) An employee, who retired or resigned or removed or dismissed from service on or after 01.04.2017 but before the date of issue of this Circular notifying the RPS-2017, may exercise his/her option within 3 months from the date of this circular. Otherwise, it will be deemed that such employees opted for fixation w.e.f. 01.04.2017.
- (i) In case of an Employee, who died in harness on or after 01.04.2017 but before exercising the Option, shall be deemed to have opted for fixation in the RPS-2017 with effect from 01.04.2017 or date of increment whichever is beneficial to the deceased employee.
- (j) In case where the date of increment in the existing Scales of RPS 2013 of an Employee, is altered or circumstances existing on the date of exercise of option are materially altered by any order of Managing Director or any Authority, he/she may be allowed to exercise the revised Option in RPS-2017 within a period of **ONE MONTH** from the date of issue of such relevant order by the Competent Authority.
- (k) An employee who is on leave or sick or absent or under suspension as on the date of issue of this Circular and who does not join duty before the last date of exercise of option, may exercise his/her option within a period of one month from the date of resumption of duty.

## **5. METHOD OF FIXATION:**

The method of fixation in the Revised Scales of Pay-2017 shall be as follows:

- 5.1 All the components (a) to (c) indicated below should be added and rounded off to the next one rupee to arrive at the existing emoluments for fitment in RPS-2017.
- a) Basic Pay as on 01.04.2017 or on the date of Option (including PP but excluding F.P. Increments, Graduate Increments and Grade Pay).
  - b) 25% of Basic Pay (excluding F.P. Increments, Graduate Increments and Grade Pay) as Fitment Benefit.
  - c) D.A. as on 01.01.2017 (on Basic Pay+P.P.+F.P.+Graduate Increments) duly rounding off to the nearest rupee (i.e., less than 0.50 ps. will be ignored and 0.50 ps and above will be rounded to the next Rupee).
- 5.2 The pay so arrived at as per 5.1 above, shall be fixed in RPS-2017 at the immediate next stage above the amount arrived at irrespective of whether the amount of existing emoluments is a stage or not in RPS-2017.
- 5.3 If the pay as computed above, is more than the maximum of the scale in RPS-2017, the Pay shall be fixed at the appropriate stage duly extending the Scale of Pay @ last increment of that cadre in the RPS-2017 and allow increments to the extent required in subsequent years. This system of fixation of Pay is applicable to all cadres i.e., Substantive and Officiating employees.
- 5.4 The existing quantum of Personal Pay towards FP and Graduate Increments, if any, as on 31.03.2017 shall continue. P.P. under Family Planning and P.P. for other purposes shall be shown separately at relevant columns of Pay Fixation form.

- 5.5 The F.P. increment which was sanctioned earlier on or after 01.04.2017 as per RPS-2013, shall be revised as per the applicable increment in RPS-2017 while fixing pay.
- 5.6 In case of Employees whose increments have been withheld as a measure of penalty, their Pay shall be fixed in RPS-2017 depending on his/her option. The next increment will be allowed on the expiry of the period, for which the increment was ordered to be withheld.
- 5.7 In cases of Employees undergoing punishments of postponement of annual increment or reduction to a lower stage in a time scale, the Pay shall be fixed in RPS-2017 in the same cadre as if they are not undergoing such punishments and then the punishment of postponement or reduction of pay shall be implemented in the Revised Scales of Pay-2017.
- 5.8 In regard to the employees undergoing the punishment of reduction in rank on 01.04.2017, their pay shall be fixed both in the lower and higher ranks and on expiry of the punishment, their pay would be drawn as fixed in the higher rank.
- 5.9 The difference of pay fixed in the upgraded scales and normal revised scales of RTC Head Constables and RTC Constables in the RPS-2013 which was continued as Personal Pay in terms of Circular No.PD-31/2015 dated 04.11.2015 shall now be merged in Basic Pay for pay fixation in RPS-2017

#### **6. DATE OF NEXT INCREMENT:**

The date of next increment of an employee whose pay is fixed in the RPS-2017, as on 01.04.2017 in accordance with the principles laid down above, shall be due on the date on which he/she would have drawn normal increment had he/she continued in the pre-revised scale.

The existing system of flat increment for every 10 years period of pay scales will be modified to that of providing flat increment for every 3 years.

#### **7. EQUALIZATION ALLOWANCE:**

The Equalization Allowance now existing (RPS 1985, 1989, 1993, 1997, 2001, 2005, 2009 and 2013) will continue for the specific employees concerned during the tenure of the agreement of RPS 2017.

#### **8. NORMALISING THE PAY STRUCTURES AND ADDRESSING ANOMOLIES:**

The pay scale of Driver Grade I was earlier fixed above that of DC Scale leading to pay anomalies between

- i) the crew taking promotions as ADC and as DC and
- ii) those who are directly promoted as Driver Grade I

Therefore, Driver Grade I scale is maintained at the same level and the scale of DC/SA/LH is stepped up marginally above that of the scale of Driver Grade I to eliminate such pay

anomalies. This measure is expected to encourage the Drivers to avail the promotional channel of ADC and then as DC.

The scale of ECG Technician Gr-II was earlier fixed in that of Staff Nurse and the same is now fixed in the group of other technicians viz., Lab Technician Gr-II, Pharmacist Gr-II and Radiographer Gr-II etc., to fall in line with Govt. of A.P pattern. On similar lines, ECG Technician Gr-I scale is matched with corresponding Gr-I Technicians viz., Lab Technician Gr-I, Pharmacist Gr-I and Radiographer Gr-I etc.,

#### **9. MODIFIED STAGNATION/SPECIAL GRADES:**

- i) Every employee from Assistant Mechanic (formerly Shramik) to Assistant Manager will slide to immediately next higher scale after 9<sup>th</sup> and 18<sup>th</sup> year of regular service that counts for increments, subject to maintaining continuity of service and not undergoing any punishment/suspension/EoL etc., to compensate the delays in getting promotions to next cadres for various reasons as per the existing procedure. In short, this new scheme replaces the earlier system of placing the employees in stagnation/special grade scales of pay on completion of 12 and 20 years.
- ii) This new system of stagnation/ special grades after 9<sup>th</sup> and 18<sup>th</sup> year will come into force w.e.f 01.04.2017. Special/Stagnation grades which were already sanctioned during the years 2017 and 2018 following 12/20 years of stagnation system shall be modified as per this circular and arrears if any to that extent shall be paid to the employees concerned separately.
- iii) As per the existing procedure, Conductors, Mechanics, Artisans, Drivers etc., will get Grade –I as per the specified percentages over their respective cadre strengths, subject to maintaining continuity of service and not undergoing any punishment/suspension/EoL etc.
- iv) If the supervisor, who is placed on higher promotion scale as per this circular, gets promoted after such placement and if he/she rejects such promotion, his/her pay shall be fixed again in the lower scale from the date of placement in higher scale earlier. Such supervisor is not entitled for any benefits of getting higher scale unless he/she opts for promotion to next higher cadre.

#### **10. DEARNESS ALLOWANCE RATES:**

- i) The Dearness Allowance rates admissible on RPS-2017, is as follows. In case of employees who have opted for fixation in RPS-2017 as on 01.04.2017, DA of 31.10% would be merged with basic and hence, becomes 0% as on 01.04.2017 to all those employees opting to come onto RPS-2017 w.e.f. 01.04.2017.
- ii) In case of employees opting for a different date of fixation, after 01.04.2017 but before 31.03.2018, till such date of revision on the date of their next increment before 31.03.2018, they continue to draw the DA and pay as per pre-revised scales i.e., RPS-2013. However, while fixing the pay on such a delayed date other than 01.04.2017, the DA of 31.1% applicable as on 01.04.2017 only will be considered for fixation of pay.

## RATES OF DEARNESS ALLOWANCE

MONTH	EXISTING	REVISED	CUMULATIVE
01.04.2017	31.1%	0	0
01.07.2017	32.3%	1.0%	1.0%
01.01.2018	34.3%	1.5%	2.5%
01.07.2018	37.2%	2.2%	4.7%
01.01.2019	40.85%	2.8%	7.5%

### 11. HOUSE RENT ALLOWANCE (HRA):

House Rent Allowance shall be payable to the eligible employees on the Revised Scales of Pay 2017 at the rates indicated against each category of places w.e.f 01.04.2017 as given at Appendix-IV. The rates of HRA will be revised for the places and from the effective dates as and when the Government revises the same.

### 12. CITY COMPENSATORY ALLOWANCE (CCA):

The rates of CCA admissible to the employees for different locations on the Pay range in Revised Scales of Pay 2017 are as given at Appendix-V in terms of G.O.Ms.No.49 dated 30.04.2015 of Government of Andhra Pradesh.

### 13. SPECIAL PAY FOR TYPISTS / STENOGRAPHERS:

The existing Special Pay as mentioned hereunder for TYPISTS possessing certain qualification is revised as indicated below w.e.f. 1.4.2017 as given at Appendix-VI.

### 14. ALLOWANCES:

With regard to revision of existing Allowances, separate instructions will be issued. Till such time the existing rates of Allowances shall be drawn. Revised allowances will be implemented with prospective effect only.

### 15. TIME TABLE FOR PAY FIXATION IN RPS 2017:

The time table for implementation of RPS-2017 is given at Appendix-VII.

### 16. DRAWAL OF ARREARS:

Arrears accrued on account of the above pay revision for the period from 01.04.2017 to 28.02.2019 will be worked out for payment of the same to the employees including contract/casual employees directly recruited by APSRTC. The schedule for payment of arrears of RPS-2017 would be notified separately as per MoU. The arrears of employees who are working on deputation at other organizations/Government departments shall be prepared and communicated by the unit officer concerned on or before 31.03.2019 to respective departments so as to enable the borrowing departments concerned to pay the arrears immediately for the period of deputation.

Necessary entries shall be made in the Service Records and copy of fixation of Pay in RPS-2017 shall be filed in the P case of the employee concerned.

**17. CLARIFICATION OF DOUBTS, IF ANY:**

Any doubt arising in the course of implementation of the Revised Scales of Pay -2017 shall be referred to the Chief Manager (P) for clarification.

Receipt of the Circular shall be acknowledged.

Encl: As stated

  
VICE-CHAIRMAN &  
MANAGING DIRECTOR

To  
All Officers of the Corporation

Copy to: Sr.RAO/AG: APSRTC Branch, RTC House, Vijayawada.

Copy to: Secretary to Chairman/ PS to VC & MD.

Copy to: Dy.CAO(TA&INS) --- (10 Copies).

Copy to: PRO/HO for translation into Telugu.

Copy to: General Secretary, APSRTC Employees' Union, Vijayawada.

Copy to: General Secretary, APSRTC National Mazdoor Union, Vijayawada

Copy to: General Secretaries, APSRTC Karmika Parishat, APSRTC Staff & Workers Federation,  
YSR RTC Mazdoor Union, United Workers Union,  
Bahujana Workers Union, RTC Workers Union, Karmika Sangh,  
APSRTC OSWA,

Copy to: General Secretary, APSRTC Class-II Supervisors Association

Copy to: General Secretary, APSRTC Security Staff Welfare Association

Copy to: Notice Board of Corporate Office & Incharge, Record Room.



APPENDIX-I

MASTER SCALES IN RPS 2013	
SCALE NO	EXISTING SCALES (2013)
1	22180-830-30480-940-39880-1010-49980-1080-60780-1220-70540
2	19010-610-25110-680-31910-740-39310-830-47610-910-54890
3	17710-570-23410-640-29810-690-36710-780-44510-850-51310
4	16320-490-21220-540-26620-560-32220-580-38020-610-42900
5	15500-470-20200-510-25300-550-30800-570-36500-590-41220
6	13880-420-18080-460-22680-480-27480-500-32480-520-36640
7	13700-420-17900-450-22400-480-27200-490-32100-510-36180
8	13000-390-16900-430-21200-450-25700-470-30400-490-34320
9	12540-390-16440-420-20640-440-25040-460-29640-480-33480
10	12270-370-15970-400-19970-420-24170-440-28570-460-32250
11	11950-360-15550-390-19450-410-23550-430-27850-450-31450
12	10820-330-14120-360-17720-380-21520-390-25420-410-28700
13	29040-930-38340-1040-48740-1130-60040-1270-72740-1390-83860
14	20480-660-27080-740-34480-800-42480-900-51480-980-59320

MASTER SCALES IN RPS 2017	
SCALE NO	REVISED SCALES(2017)
1	41140-1230-44830-1350-48880-1470-53290-1600-58090-1740-63310-1900-69010-2070-75220-2260-82000-2460-89380-2680-97420-2920-106180-3190-115750-3470-126160-3780-137500
2	32350-970-35260-1060-38440-1150-41890-1260-45670-1370-49780-1490-54250-1630-59140-1770-64450-1930-70240-2110-76570-2300-83470-2500-90970-2730-99160-2980-108100
3	27650-830-30140-900-32840-990-35810-1070-39020-1170-42530-1280-46370-1390-50540-1520-55100-1650-60050-1800-65450-1960-71330-2140-77750-2330-84740-2540-92360
4	25480-760-27760-830-30250-910-32980-990-35950-1080-39190-1180-42730-1280-46570-1400-50770-1520-55330-1660-60310-1810-65740-1970-71650-2150-78100-2340-85120
5	24200-730-26390-790-28760-860-31340-940-34160-1030-37250-1120-40610-1220-44270-1330-48260-1450-52610-1580-57350-1720-62510-1880-68150-2050-74300-2230-80990
6	21670-650-23620-710-25750-770-28060-840-30580-920-33340-1000-36340-1090-39610-1190-43180-1300-47080-1410-51310-1540-55930-1680-60970-1830-66460-1990-72430
7	21390-640-23310-700-25410-760-27690-830-30180-910-32910-990-35880-1080-39120-1170-42630-1280-46470-1390-50640-1520-55200-1660-60180-1810-65610-1970-71520
8	20300-610-22130-660-24110-720-26270-790-28640-860-31220-940-34040-1020-37100-1110-40430-1210-44060-1320-48020-1440-52340-1570-57050-1710-62180-1870-67790
9	19580-590-21350-640-23270-700-25370-760-27650-830-30140-900-32840-990-35810-1070-39020-1170-42530-1280-46370-1390-50540-1520-55100-1650-60050-1800-65450
10	19160-580-20900-630-22790-680-24830-750-27080-810-29510-890-32180-970-35090-1050-38240-1150-41690-1250-45440-1360-49520-1490-53990-1620-58850-1770-64160
11	18660-560-20340-610-22170-670-24180-730-26370-790-28740-860-31320-940-34140-1020-37200-1120-40560-1220-44220-1330-48210-1450-52560-1580-57300-1720-62460
12	16890-510-18420-550-20070-600-21870-660-23850-720-26010-780-28350-850-30900-930-33690-1010-36720-1100-40020-1200-43620-1310-47550-1430-51840-1560-56520
13	45340-1360-49420-1480-53860-1620-58720-1760-64000-1920-69760-2090-76030-2280-82870-2490-90340-2710-98470-2950-107320-3220-116980-3510-127510-3830-139000-4170-151510
14	31970-960-34850-1050-38000-1140-41420-1240-45140-1350-49190-1480-53630-1610-58460-1750-63710-1910-69440-2080-75680-2270-82490-2480-89930-2700-98030-2940-106850-3200-116450
15 (new scale)	26250-790-28620-860-31200-940-34020-1020-37080-1110-40410-1210-44040-1320-48000-1440-52320-1570-57030-1710-62160-1870-67770-2030-73860-2220-80520-2420-87780
91	57000-2000-63000-2000-69000-2100-75300-2300-82200-2500-89700-2700-97800-3000-106800-3200-116400-3500-126900-3800-138300-4200-142500

**APPENDIX-II**  
**(Page 1 of 2)**

POSTS IN RPS 2017	MASTER SCALE NUMBER APPLICABLE IN RPS 2017			
	Up to 9 yrs.	10 to 18 yrs.	19 yrs. and above	Grade-I
Asst. Manager (F)/AE(Civil)/ AE(Elec)/ AM(Stat)/ AE(Mech)/ AM(Traffic)/ AM(P)/Nursing Supdt./ Chief Security Inspector/AM(Pur/Mat)	1	13	91	Not applicable
Supdt.(F) / Supdt.(Audit) / Supdt. (Cash) /SO(Civil)/SO (Elec)/ Supdt(Stat)/Supdt(Mech)/ Supdt(Traffic) / Supdt(P)/ Head Staff Nurse/SecurityInspector/ Supdt(Pur/Mat)	2	14	1	Not applicable
Dy. Supdt. (F) / Dy. Supdt. (Audit)/Dy.SO(Civil)/ Dy.SO(Elect)/ Dy.Supdt(Stat)/ Dy.Supdt(Mech)/Dy.Supdt(Traffic) / Dy.Supdt(P)/ Staff Nurse / Physiotherapist /ECG Technician Gr.I/ Radiographer Gr.I / Lab Tech.-Gr.I/ Pharmacist Gr.I/Security Sub-Inspector/ Dy.Supdt(Pur/Mat)	3	2	14	Not applicable
SA(F)/SA(Cash)/ ASO(Civil)/ASO(Elec)/SA(Stat)/ LeadingHand/TI-GR-III/DC/ TTI/SA(P)/ Pharmacist Gr.II/ECG Tech Gr-II/ Lab Tech. Gr.II / Radiographer Grade-II/Security Asst.Sub Inspector/ SA(Pur/Mat)	15	3	2	Not applicable
Artisan Gr.I (ITI)	5	15	3	Not applicable
Jr.Asst (F) /Jr. Asst (Stat) /Jr.Asst(Per)/ Jr.Asst (Pur/ Mat) / ADC /Controller /ADC(Tech)/RTC Head Constable	6	5	4	Not applicable
Driver Gr.II	7	6	5	4
Mechanic Gr.II /Tyre Mechanic Gr-II/ Artisan Gr.II/	8	7	6	5
Typist/Routine Clerk	8	7	6	Not applicable
Conductor Gr.II	9	8	7	6
RTC Constable	9	8	7	Not applicable
L.V.Driver / Nursing Orderly(M/F)/ Hammer man(Non ITI)	10	9	8	Not applicable
Hammer man (ITI)	10	8	7	Not applicable
Record Tracer/Dy. Mechanic(Helper-Non ITI) /Work Inspector(Non Tech)/ Lab.Asst./Ward Boy/ Ward Girl	11	10	9	Not applicable
Dy. Mechanic(Helper-ITI)	11	8	7	Not applicable
Asst. Mechanic(Shramik)/Khalasi	12	11	10	Not applicable

REVISED WAGES FOR CASUAL/CONTRACT EMPLOYEES DIRECTLY RECRUITED  
BY THE CORPORATION AS PER APSRTC EMPLOYEES' (RECRUITMENT)  
REGULATIONS,1966.

Sl. No.	CATEGORY	CONSOLIDATED MONTHLY WAGE	
		Existing	Revised
1	Driver Gr.II	Rs.13,700/-	Rs.21,390/-
2	Artisan Gr.II/ Mechanic Gr.II	Rs.13,000/-	Rs. 20,300/-
3	Conductor Gr.II	Rs.12,540/-	Rs.19,580/-
4	Shramik/Sweeper/Khalasi/Ward Boy/ Ward Girl/Attender/ Field Man	Rs.10,820/-	Rs.16,890/-

APPENDIX – III

GRADE PAYS APPLICABLE TO VARIOUS CATEGORIES

CATEGORY OF POSTS	AMOUNT
Asst. Managers/Asst. Engineers of AD, PD, OPD, MED, SPD, CED, MIS and V&S	Rs.2000/-
Superintendents of AD, PD, OPD, MED, SPD, CED, MIS and V&S	Rs.1500/-
Dy. Superintendents of AD, PD, OPD, MED, SPD, CED, MIS and V&S	Rs.1000/-
Senior Assistants of AD, PD, MIS, and SPD	Rs.600/-
Junior Assistants of AD, PD, MIS, and SPD	Rs.500/-
Typist, Routine clerk and Record Tracer	Rs.500/-

**Note:** The newly introduced Grade Pay to the categories of Sr.Asst., Jr. Asst., Typist, Routine Clerk and Record Tracer are applicable with prospective effect and shall be implemented from the salary bill of March, 2019 payable on 01.04.2019 onwards only.

## RATES OF HRA FOR DEPOTS AND OTHER UNITS IN ANDHRA PRADESH

Zone	Region	Units falling in HRA slabs of			
		30%	20%	14.5%	12%
KADAPA	Ananthapur (13)	Bangalore (1)	ATP (1)	RYDG, GTKL, TDP, DMM, KDR, HDP (6)	GTY, KLDG, MADAKASIRA PTPY, UKD (5)
	Kadapa (8)		KDP, PDTR (2)	BDL, JMD, PLVD, RCTY, RJPT (5)	MYDK (1)
	Kurnool (11)		KRNL-1, KRNL-2, NDL (3)	YMG, ADN, DHN (3)	ALG, ATK, BPL, KKL, NDK (5)
	Chittoor (15)	Chennai (1)	ALPR, MANGALAM, TML, TPT, CTR-1, CTR-2, (6)	MPL-1, MPL-2, PLMR, PTR, SKHT (5)	KPM, PLR, STVD (3)
	Nellore (10)		NLR-1, NLR-2 (2)	GDR, KVL, VKG (3)	ATK, RPR, SLRPT, UDG, VKD (5)
NELLORE	Prakasam (8)		OGL (1)	CRL, KDKR, MRKP (3)	ADK, GDLR, KNG, PDL (4)
	Guntur (13)		GNT-1, GNT-2 (2)	BPTL, CPT, MGL, NRSPT, PDR, PNR, RPL, STPL, TNL, VNK, MCL (11)	
	Krishna (14)		ATNR, GVPT-1, GVPT-2, VDPM, VJA, MTM (6)	GDV, JPT, NZD (3)	AVG, IBM, TVR, VYR, GVRM (5)
	West Godavari (8)		ELR, KVR (2)	BVRM, NSPM, NDD, TDP, TNK (5)	JRG (1)
	East Godavari (9)		KKD, RJY (2)	AMP, TUNI (2)	GKRM, ELSM, RZL, RVPM, RCPM (5)
VIZIANAGAR AM	NEC (9)		VZM, SKLM-1, SKLM-2 (3)	PLS, PPM (2)	PLKD, SKT, SLR, TKL (4)
	VSP (10)		GWK, MDP, MWD, SML, VSC, WTR, VSP, AKP (8)		NRPM, PDR (2)
Corporate Office	Corporate Office (2)	Hyderabad VJA(HOunits)* (2)			
<b>Total</b>	<b>130</b>	<b>4</b>	<b>38</b>	<b>48</b>	<b>40</b>

Note: 1. The rate of HRA at SKLM-1, SKLM-2, MTM, CTR-1 and CTR-2 is revised from 14.5% to 20% w.e.f. 01.01.2018 (Ref: Circular No.PD-5/2018 dated 13.03.2018)

2. \*HRA at 30% is applicable to the employees of Corporate Office and its units who migrated from Hyderabad to Vijayawada (Ref: Circular No.PD-15/2018 dated 17.07.2018).

3. Maximum HRA allowed is Rs. 15,000/- p.m. and Rs.20,000/- p.m. to the employees working in the Units eligible for 20% and 30% HRA respectively.

## RATES OF CITY COMPENSATORY ALLOWANCE

Pay Range	Amount of City Compensatory Allowance per month		
	Greater Hyderabad Municipal Corporation, Bangalore & Chennai	Greater Visakhapatnam Municipal Corporation and Vijayawada Municipal Corporation	Other Municipal Corporations (Guntur, Rajahmundry, Kovvur, Tirupathi, Tirumala, Nellore, Kadapa, Kurnool, Kakinada, Anantapur, Eluru, Ongole and Chittoor)
Pay Up to Rs.16,400/-	Rs.400/-	Rs.250/-	Rs.200/-
Pay above Rs.16,400/- and Upto Rs. 28,940/-	Rs.600/-	Rs.350/-	Rs.300/-
Pay above Rs.28,940/- and Upto Rs.37,100/	Rs.700/-	Rs.450/-	Rs.350/-
Pay above Rs.37,100/-	Rs.1000/-	Rs.700/-	Rs.500/-

## SPECIAL PAY FOR TYPIST

S.No	TYPIST POSSESSING QUALIFICATION OF	SPECIAL PAY PER MONTH	
		Existing	Revised
1)	Typewriting (Higher) English	Rs. 230	Rs.250
2)	Typewriting (Lower) English	Rs.175	Rs.200
3)	Typewriting (Higher) English and Telugu Typewriting (either Higher or Lower).	Rs.370	Rs.400
4)	Typewriting (Lower) English and Telugu Typewriting (either Higher or Lower).	Rs.310	Rs.350

**SCHEDULE FOR COMPLETION OF RPS-2017**

**APPENDIX-VII**

SL NO	NATURE OF WORK	TASK SHALL BE COMPLETED BY	RESPONSIBLE PERSON/SECTION
1	COMMUNICATION OF SOFTWARE & TRAINING TO HRMS & PAYROLL CORE GROUP SUPERVISORS	20-02-2019	STO-DP
2	DATA ENTRY AT DEPOT/ UNIT IN PMS	21-02-2019 TO 26-02-2019	PD STAFF
3	GENERATION & PRINTING OF OPTION FORMS IN PMS	02-03-2019	PD STAFF
4	SUPPLY OF OPTION FORMS TO THE EMPLOYEES	03-03-2019	PD STAFF
5	RETURN OF OPTION FORMS FROM EMPLOYEES	07-03-2019	PD STAFF
6	DATA ENTRY OF OPTION DATE, GENERATION & PRINTING OF FIXATION FORMS IN PMS	08-03-2019	PD STAFF
7	SUBMISSION OF FIXATION FORMS ALONG WITH P-CASE & CHECK LIST TO AO/DY.CAO OFFICE (SOFT COPY OF THE FOLDER RPS-2017 SHALL BE HANDED OVER TO PAYROLL SYSTEM SUPERVISOR)	10-03-2019	PD STAFF
8	COMPLETION OF AUDIT BY AO/DY.CAO AND CARRYING OUT OF MODIFICATIONS IF ANY BY PAYROLL SYSTEM SUPERVISOR WITH THE ASSISTANCE OF DEPOT SALARY BILL CLERK.	19-03-2019	AUDIT WING / PAY ROLL SYSTEM SUPERVISOR
9	SUBMISSION OF NEW BASICS (RPS -2017) FILE TO STO-DP	20-03-2019	PAY ROLL SYSTEM SUPERVISOR
10	SUBMISSION OF NEW BASICS(RPS-2017) FILE TO TCS	21-03-2019	PO(IT)
11	MIGRATION OF NEW BASICS INTO HRMS	23-03-2019	TCS TEAM
12	VERIFICATION OF NEW BASICS IN HRMS	24-03-2019	PO(IT)
13	VERIFICATION OF CHECK LISTS OF NEW BASICS (BY GENERATING APSRTC EMPLOYEE DETAILS REPORT IN CIS PAYROLL MODULE)	25-03-2019	DEPOT AD SUPERVISOR

*1. OPTION FORMS & FIXATION FORMS SHALL BE GENERATED AT DEPOT / UNIT IN PMS & PRINTING SHALL BE DONE AT PAYROLL WING SECTION AT AO OFFICE.*

*2. All Section (viz, Traffic, Maintenance etc) incharges shall co-ordinate with PD Staff for supply and return of Option Forms*

*3. Any modification during S.No.13 shall be brought to the Notice of PO-IT through Payroll system Supervisor for immediate correction.*

*4. Salary Bill should not be generated till the task at S.No.13 is completed*

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**  
**OPTION FORM – RPS 2017**

Ref: Circular No.PD -7/2019, Dt. 22.02.2019

**A. INSTRUCTIONS:**

- 1) Option should be exercised by the employee in both substantive and Officiating post(s) or whichever is necessary.
- 2) Option should be exercised before 07.03.2019 and submitted to the Unit Officer under whom the Employee is working.
- 3) The particulars against item (B) should be attested by the Unit Officer.
- 4) Option given for RPS-2017 fixation is final and irrevocable.

**B. Details of the employee (Computer generated) given to exercise option.**

- 1) Name of the Employee: : Sri/Smt/Kum: \_\_\_\_\_
- 2) Staff No. : \_\_\_\_\_
- 3) Date of first Appointment on regular Scale. : \_\_\_\_\_
- 4) a) Present Designation : \_\_\_\_\_  
b) Designation as on 31.3.2017 (Officiating/ Substantive) : \_\_\_\_\_
- 5) a) Basic Pay as on 01.04.2017 in RPS 2013 : \_\_\_\_\_  
b) Personal Pay as on 01.04.2017 : \_\_\_\_\_  
c) Family Planning increment amount : \_\_\_\_\_  
d) Graduate Increment amount : \_\_\_\_\_
- 6) a) Date of last increment drawn : \_\_\_\_\_  
b) Next increment date : \_\_\_\_\_
- 7) a) Estimated Basic Pay on 6(a) in RPS-2017: \_\_\_\_\_  
b) Estimated Basic pay on 6(b) in RPS 2017 : \_\_\_\_\_
- 8) Summary of postponement of increments / reduction of pay:  
1.a) Nature of Punishment : \_\_\_\_\_  
1.b) Whether cumulative or non cumulative : \_\_\_\_\_  
2.a) Nature of Punishment : \_\_\_\_\_  
2.b) Whether cumulative or non cumulative : \_\_\_\_\_  
3.a) Nature of Punishment : \_\_\_\_\_  
3.b) Whether cumulative or non cumulative : \_\_\_\_\_

Note: (Please mention details on reverse side if the space provided against serial number 8 is not sufficient)

- 4) Date of Restoration of increment : \_\_\_\_\_

**SIGNATURE OF UNIT OFFICER**

**(To be filled by the Employee)**

I hereby opt for implementation of RPS-2017 with effect from \_\_\_/\_\_\_/\_\_\_ in respect of my post. I submitted this option form to the Unit officer on \_\_\_\_\_.

I am aware that the option exercised by me for RPS-2017 fixation is final and irrevocable.

**SIGNATURE OF EMPLOYEE**

**Witness:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation : \_\_\_\_\_

Staff No. \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNATURE OF SECTION INCHARGE**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Staff No. \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNATURE OF THE UNIT OFFICER**

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**ACKNOWLEDGEMENT OF EMPLOYEE**

**Ref: Circular No. PD 7/2019 Dt.22.02.2019**

I hereby acknowledge the receipt of Option Form and fixation forms with estimated pay fixation of RPS-2017 as on 01.04.2017 and date of my next increment in duplicate on (date) \_\_\_\_\_.

Last date for submission of my signed Option Form to the Unit Officer for Fixation of Pay in RPS 2017 is 07.03.2019, failing which it shall be treated that I have opted for fixation of my pay under RPS-2017 as on 01.04.2017.

**Signature of Employee:** \_\_\_\_\_

Name : \_\_\_\_\_  
Staff No. : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Place of work : \_\_\_\_\_  
Date : \_\_\_\_\_

**Note: To be filed in P.Case**



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**  
**REVISED SCALES OF PAY 2017**  
**OPTION FORM**

1) Name: Sri/Smt/Kum	6) Date of Option: a) Officiating: b) Substantive:	
2) Staff No.	7) Existing Scale(RPS-13) a) Offg: _____  b) Sub: _____	
3) Designation: a) Present : _____ b) As on 31.3.2017 i) Officiating : _____  ii) Substantive : _____		8) Revised Scale (RPS-17)  a) Offg: _____  b) Sub: _____
4) Date of first appointment:		
5) Date of promotion to : the present post.		

S.No	Method of Fixation	Substantive	Officiating
1)	Existing emoluments as on the date of Option: a) Basic Pay as on 01.04.2017 or on the date of option before 31.3.2018 in pre-revised Scale of Pay i.e., RPS 2013. b) Personal Pay prior to 01.04.2017 i) Amount protected over and above the maximum of Time Scale in RPS 2013; ii) Family Planning Increment(s). iii) Graduate Increment(s) c) Dearness Allowance admissible at the rate as on 1.1.2017 on (a) + (b) (D.A. should be rounded off to the nearest rupee i.e., less than 0.50 ps. Shall be ignored and 0.50 ps. and above shall be rounded to the next Rupee).		
2)	Fitment Benefit: Amount representing 25% of Pay i.e. on item 1 (a) and 1 (b) (i).		
3)	<b>TOTAL EMOLUMENTS:</b> a) From 1 to 2 excluding item 1 (b)(ii) & (iii) b) Total emoluments after rounding off of Item 3 (a) to next One Rupee.		

S.No	Method of Fixation	Substantive	Officiating
4)	Fixation of Basic Pay in the Revised Scales of 2017 plus  i) P.P., if any, ii) Graduate Increment(s) iii) FP Increments(s) (to be furnished separately)		
5)	Quantum of Special Pay attached to the post in RPS 2017.		
6)	Quantum of Equalization Allowance being drawn as on 31.03.2017 and continued in RPS 2017		
7)	Date of next Increment on or before 01.03.2018 other than 01.04.2017. a) Normal Date b) Actual Date of drawal		
8)	Revised Basic Pay as on the date of next increment other than 01.04.2017 but before 31.03.2018 plus:  i) P.P. if any ii) Graduate increment(s) iii) FP Increment(s) (to be furnished separately)		

Compiled by:  
Signature:  
Staff No.

Audited by:  
Signature:  
Staff No.

Checked by:  
Signature:  
Staff No.

Supervised by:  
Signature:  
Staff No.

UNIT OFFICER

ACCOUNTS OFFICER

Implemented in SB of March, 2019

ACCOUNTS OFFICER