

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
Bus Bhavan, Mushirabad,
Hyderabad-624.

No. P2/544(09)/2012-PO-IV

CIRCULAR NO. PD-05/2013, DATED 19.01.2013

Sub: **PAY – Special Grades.**- Grant of 12 Years / 20 Years Special Grades to the Record Tracers, without insisting for the requisite educational qualification of SSC, as required for promotion to the next higher post of Routine Clerk - Instructions - Issued.

Ref.: 1. Circular No. PD-65/1989, dated 03.06.1989.
2. Circular No. PD-04/2011, dated 12.01.2011.
3. Board Resolution No.69/2012, dated 16.11.2012.

Through the circular 1st cited, instructions were issued extending Special Grades to the employees working in certain categories of posts, including Record Tracer, who have put in 12 Years of service in the same post.

Through the Circular 2nd cited, instructions were issued for sanction of 20 Years Special Grades with effect from 01.08.2009 and thereafter on 1st August of every year to all the employees, who have completed more than 20 Years of service in the same category of post and who were already enjoying 12 Years Special Grades.

As per Recruitment Regulations, 1966, the Record Tracer must have passed SSC or its equivalent examination for consideration of his case for promotion to the post of Routine Clerk.

The object behind granting of Special Grades to the employees is that they are continued in the same category of post for over 12 Years / 20 Years without being offered promotion on administrative reasons like “want of vacancy etc.”, even though they are having every qualification for promotion to the next higher post within a period of 12 Years / 20 Years of service.

In such case, the Record Tracers who are not in possession of the requisite educational qualification of SSC as required for promotion to the next higher post of Routine Clerk and continued as such for over 12 Years / 20 Years can not be treated as stagnated in the post of Record Tracer and hence they are not eligible for placement in 12 Years / 20 Years Special Grades.

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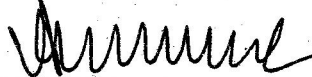
The Board vide Resolution 3rd cited has accorded approval to grant 12 Years / 20 Years Special Grades to the existing Record Tracers, who have completed 12 Years / 20 Years of service as on 31.07.2012, with effect from 01.08.2012 and thereafter on 1st August of every year on completion of 12 Years / 20 Years of service, without insisting for the requisite educational qualification of SSC, as required for promotion to the next higher post of Routine Clerk.

As per the conditions stipulated in the circulars 1st and 2nd cited, while fixing the pay in 12 Years / 20 Years Special Grades, one notional increment in the lower (existing) scale shall be given and then fixed at appropriate stage in 12 Years / 20 Years Special Grades.

Therefore, all the Unit Officers are advised:

1. To grant 12 Years Special Grades to the existing Record Tracers, who have completed 12 Years of service as on 31.07.2012, with effect from 01.08.2012 and thereafter on 1st August of every year on completion of 12 Years of service, without insisting for the requisite educational qualification of SSC, as required for promotion to the next higher post of Routine Clerk.
2. To grant both 12 Years and 20 Years Special Grades to the existing Record Tracers, who have completed 20 Years of service as on 31.07.2012, with effect from 01.08.2012, without insisting for the requisite educational qualification of SSC, as required for promotion to the next higher post of Routine Clerk. However, the Record Tracers, who were already sanctioned and enjoying 12 Years Special Grades, if any, though they do not have the requisite educational qualification of SSC and completed 20 Years of service as on 31.07.2012 and thereafter, shall be sanctioned 20 Years Special Grades w.e.f. 01.08.2012 and thereafter on 1st August of every year, in terms of circular 2nd cited.
3. While fixing pay in 12 Years and 20 Years Special Grades to the eligible Record Tracers, who have completed 20 years of service as on 31.07.2012 and became eligible to **both** Special Grades with effect from 01.08.2012, notional increments in the lower (existing) scale shall be allowed **both** in 12 Years and 20 Years Special Grades w.e.f. 01.08.2012, in terms of circulars 1st and 2nd cited.

The other terms and conditions stipulated in the circulars cited shall remain unchanged.


VICE CHAIRMAN &
MANAGING DIRECTOR

To
All Officers of the Corporation.

- Copy to: Sr.RAO/AG:RTC Branch, Mushirabad, Hyderabad.
- 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: PO(Trg.)/HO, for inclusion in monthly index of Circulars (4 copies).
- Copy to: General Secretary, APSRTC Employees' Union, Satyanarayanareddy Marg,
Azamabad, Hyderabad.
- Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri,
Vidyanagar, Hyderabad.
- Copy to: General Secretary, RTC Telangana Mazdoor Union, 1-9-1113/30, VST Road,
Vidyanagar, Hyderabad-44.
- Copy to: General Secretary, APSRTC Class-II Supervisors Association, Flat No.102,
H.No.16-1-30/A/36, Star Balasai Nest, Lokayukhta Colony, Saidabad, HYD.
- Copy to: General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.
- Copy to: Notice Board & Incharge of Record Room.