

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
RTC House, Vijayawada.

No.P2/255(4)/2019-PO-III

CIRCULAR NO. PD-15/2019, DATED 23.05.2019

Sub:- ESTABLISHMENT – Recording of Date of Birth of employees in Service
Records – Reiteration of guidelines – Reg.

Guidelines for entries regarding dates of birth of employees have been laid down under clause No.19 of APSRTC Employees (Service) Regulations, 1964 as given below:

1. Every person on entering the service of the Corporation shall declare his date of birth which shall not defer from any declaration, express or implied, made by him for any public purpose before entering such service. For this purpose, the date of birth as recorded in a school or college certificate shall be adopted without any modification.
- 2(a) When the year or year and month of birth are known but not the exact date, the 1st July or the 16th of that month, respectively, shall be treated as the date of birth.
- 2(b) Where the person concerned is unable to furnish satisfactory evidence of his age, it should be assessed by a Medical Officer of the Corporation and the age so assessed or the age as declared by the person, whichever is more, shall be accepted as final and the employee shall be assumed to have completed that age on the date of attestation by the Medical Officer.
3. The date of birth as determined by the appropriate provisions of preceding clauses shall be recorded in the Service Register. The date so recorded shall be held to be binding and no alteration of such date shall be permitted subsequently. It shall however, be open to the Corporation in the case of a Class-I employee and to the Managing Director in the case of any other employee under his administrative control, to cause the date of birth to be altered –
 - (i) Where in his opinion it had been falsely stated by the employee to obtain an advantage otherwise inadmissible, provided that such alteration shall not result in the employee being retained in service longer than if the alteration had not been made; or
 - (ii) Where in the case of illiterate staff the Managing Director is satisfied that a clerical error has occurred.

However, during scrutiny of Service Records of employees certain observations have been made regarding irregularities in the entry of dates of birth of employees and improper response on the part of Unit Officers as given below:

- a. Depots/Units have been resorting to change of date of birth in Service Record on plea that the employees have submitted transfer certificate issued by schools to provide advantage in terms of extension of the date of superannuation contrary to the Regulation cited at paragraph 4 and 5(a) above.
- b. Depots are not forwarding claims made by employees seeking change of date of birth to Head Office for the approval of VC&MD. Depots are resorting to change of date of birth on their own on Service Record to the advantage of the employees enabling them to retire 2 to 3 years later when compared to the original date of birth recorded at the time of appointment.
- c. Subsequently, after scrutiny of SR details by audit, employees are being forced to retire from service as per the original date of birth which is resulting in unpleasantness among retiring employees and consequential legal complications.
- d. When the employees submit grievances regarding the date of birth assessed by the Medical Officers at the time of initial appointment, such grievances are not being forwarded to Head Office for scrutiny and approval Managing Director for change of Date of birth, wherever change of date of birth is justified.

Therefore, all the Unit Officers are advised to follow the procedure stipulated under Regulation 19 of APSRTC Employees (Service) Regulations, 1964 strictly to avoid legal complications and avoid harassment to the employees.

Any representations submitted by the employees seeking change of date of birth ~~which~~ arising on account of clerical error or due to dispute with regard to assessment made by the Medical Officer shall be forwarded through note file for scrutiny and prior approval of the VC & MD along with relevant documents and justification.

If the date of birth of any employee was already changed earlier in the SR without obtaining approval of VC&MD, such cases shall be processed separately seeking the sanction of competent authority. Till the sanction of competent authority is obtained for change of date of birth, original date of birth recorded at the time of initial appointment only shall be considered for all purposes.

Contents of this Circular shall be explained clearly to all employees in gate meetings besides exhibiting in notice boards and implemented in true spirit.

The instructions issued through this circular will supersede all the Circulars issued earlier on the alteration of date of birth.


24/5/19
VICE CHAIRMAN &
MANAGING DIRECTOR

To
All Officers of the Corporation

Copy to: OSD to Chairman.

Copy to: OSD to VC & MD.

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

Copy to: General Secretary, APSRTC Employees' Union.

Copy to: General Secretary, APSRTC National Mazdoor Union.

Copy to: General Secretary, APSRTC Karmika Parishat.

Copy to: General Secretary, APSRTC Staff & Workers' Federation.

Copy to: General Secretaries of : APSRTC Bahujana Workers' Union/ APSRTC Karmik Sangh/
APSRTC Workers' Union/President, APSRTC YSR RTC Mazdoor Union/ APSRTC
Abyudaya Karmika Seva Samakhya

Copy to: General Secretary, APSRTC Officers' Association.

Copy to: General Secretary, APSRTC Class II Supervisors' Association.

Copy to: General Secretary, APSRTC Security Staff Welfare Association.

Copy to: General Secretary, APSRTC Office Staff Welfare Association.

Copy to: Notice Board & I/c Record Room.