

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director,
Mushirbad, Hyderabad-20.

No.P1/684(1)/2006-PO-IV

CIRCULAR NO.PD-20/2006, Dated:22.05.2006

Sub: RECRUITMENT: Deletion of names of Casual/Daily wage Conductors/
Drivers from select list – consideration of Appeals – Further instructions
issued.

Ref: 1) Circular No.PD-03/2005 dated:25.1.2005.

2) This office Memorandum No.P1/684(2)/2005-PO.IV dated:5.3.2005.

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Instructions were issued through the Circular 1st cited regarding the procedure of termination of services/deletion of names from the Panel when an allegation of misconduct is made against a Casual/ Daily wage workman. In accordance with para 9 of the said circular, a daily wage workman may appeal against the order of deletion of his/her name from the Panel, to the authority next above that which passed the original order.

Further, instructions were issued through the reference 2nd cited on issuing appointment orders to the eligible Drivers/Conductors only as per the draft Office Orders given at Annexure-A to the said Memorandum, without any deviations. It was also instructed to obtain an undertaking from the candidates in the proforma given at Annexure-B to the said Memorandum.

One of the units has sought a clarification as to who should delete the name of a candidate, whether it is the Personnel Officer or the Regional Manager or the Personnel Officer on the instructions of the Regional Manager, when an offer of appointment is not honoured by the candidate by his failing to report for duty.

The issue has been examined in detail.

After preparation of Panel, approval of the Regional Manager is obtained by the Personnel Officer for exhibiting the Panel on the Notice Board. Further, the operation of the Panel i.e. appointment and placement of candidates to the needy Depots is done by the Personnel Officer of the Region. When the candidates do not honour the offer of appointment and fail to report for duty at the place to which he is posted, the offer of appointment shall be treated as cancelled and the name of the candidate can be deleted from the Panel after issuing notice. The proceedings/orders deleting the name of the candidate should contain a clause that a representation against the order lies to the Regional Manager/Executive Director (Zone) which may be submitted within seven days of receipt of the proceedings/orders.

Operation of Panel involves Medical Examination, Training, Appointment, Placement and Deletion. Personnel Officer is competent to delete the names of the candidates in the following cases.

1. Where the candidate fails to undergo medical examination before stipulated date.
2. When found unfit in Medical examination.
3. Failure to successfully complete the prescribed Training.
4. Failure to attend the pre job training and remain absent.

Since the authority competent to operate the Panel is the Personnel Officer, he is competent to delete the name of the candidate in the Panel. Therefore, no approval of Regional Manager is required before the name is deleted by the Personnel Officer. In case, any candidate represents within seven days from the date of deletion of name from the panel with reasons for his inability to report for duty within the stipulated time, the next higher authority to the authority passing the original order of deletion of name, i.e. Regional Manager in all Regions (except in Hyderabad City Region) and Dy. Chief Personnel Manager in the case of HCR, can take action, either to revive the name in the Panel or to reject the candidates plea. **If the Personnel Officer inadvertently issued such orders deleting the name of the candidates from the Panel with the approval of Regional Manager, the appeal against such orders lies on the ED concerned.**

Necessary action shall be taken accordingly.

These instructions will come into force with immediate effect.

Sd/- M.V.KRISHNA RAO
VICE CHAIRMAN & MANGING DIRECTOR

To,
All Officers of the Corporation.

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DY.CHIEF PERSONNEL MANAGER(IR & W)

- Copy to: AG.RTC Branch, Mushirabad, Hyderabad.
- Copy to: Secretary to Corporation, Board Office(10 copies).
- Copy to: Secretary to Chairman
- Copy to: PA to VC & MD.
- Copy to: PRO/HO for translation into Telugu.
- Copy to: Training Officer:HO, for inclusion in monthly index of Circulars (4 copies).
- Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, Hyderabad.
- Copy to: Secretary General, APSRTC Employees' Union, Satyanarayana Reddy Marg, Azamabad, Hyderabad.
- Copy to: General Secretary, APSRTC Supervisors' Association, Hyderabad.
- Copy to: General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.
- Copy to: Notice Board & Incharge Record Room.