

**GOVERNMENT OF ANDHRA PRADESH  
PUBLIC TRANSPORT DEPARTMENT (APSRTC)**

Office of the VC & MD,  
RTC House, PNBS, Vijayawada.  
Date: 14.07.2025.

No.T1/70(3)/2024-HRD&W

To  
All the Unit Officers of the Corporation,  
A.P.S.R.T.C.

Sub: Circulars & Notifications - Preparation and circulation of gist of Circulars/  
Notifications issued by various departments from Head Office – Communication of  
gist – Reg.

Ref: This Office Lr. No. even, dated 15.04.2025.

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Through the reference cited, the gist of all Circulars/Notifications issued by various departments in Head Office for the 1<sup>st</sup> quarter of the year 2025 i.e. 01.01.2025 to 31.03.2025 were communicated.

Now, all the Circulars/Notifications issued by various departments in Head Office for the 2<sup>nd</sup> quarter of the year 2025 i.e. 01.04.2025 to 30.06.2025 were uploaded into apsrinfo.in portal.

In this regard, the consolidated gist of Circulars/Notifications is furnished overleaf for easy reference to the Officers & Staff in attending day to day works.

Encl. Overleaf

  
CHIEF MANAGER (P) & BS

Statement showing the Gist of Circulars/Notifications issued in APPTD(APSRTC) for the period from 01.04.2025 to 30.06.2025

Sl. No.	Department	Circular / Notification	Number, date and issued by	Gist
1	PD	Notification	PD-13/2025	Not released
2	PD	Notification	PD-14/2025, dated 10.04.2025 of ED(A)	ESTABLISHMENT - Out of Designation duties (OD) to the employees suffering from various ailments for temporary periods - Constitution of Committee to examine the requests for ODs from employees - Notification - Issued - Reg.
3	PD	Notification	PD-15/2025, Dated 05.05.2025 (APRs) of Commissioner, PTD & Ex-Officio, VC & MD, APSRTC	ANNUAL PROPERTY RETURNS (APRs) - Submission of Annual Property Returns by APPTD employees - Government's guidelines in the matter - Instructions to all Unit Officers - Regarding.
4	PD	Notification	PD-16/2025, dated 14.05.2025 of Commissioner, PTD & Ex-Officio, VC & MD, APSRTC	Annual Confidential Reports (ACRs) - Maintenance of Annual Confidential Reports (ACRs) for the employees of APPTD as per Government Pattern - Government guidelines on maintenance of ACRs (Personal Files) - Consolidated Instructions - Communicated - Reg.
5	PD	Notification	PD-17/2025, dated 10.04.2025 of Commissioner, PTD & Ex-Officio, VC & MD, APSRTC	TRANSFERS - Transfers and postings of employees of APPTD - Relaxation of ban - Instructions to the Unit Officers - Reg.
6	PD	Notification	PD-18/2025, dated 10.04.2025 of CM(P)& BS	LITERACY TEST - Conducting literacy test to the Drivers who do not possess 8th class qualification for sanction of AAS/promotion - Revised guidelines issued - Reg.
7	PD	Notification	PD-19/2025, dated 19.05.2025 of CM(P)& BS	AAS- Implementation of Automatic Advance Scheme on completion of 6 years of service in a particular cadre to the employees of APPTD - Guidelines issued - Reg.
8	PD	Circular	Joint AD & PD Cir.No.04/2025, DATED 04.06.2025	CIS - Time schedule and guidelines for successful implementation of financial transactions from different modules - Regarding.
9	PD	Notification	PD-20/2025, dated 28.05.2025 of ED(A)	WELFARE - Payment of Funeral Expenses/Obsequies charges to the legal heirs of the APPTD Employees deceased after 01.01.2022 - Notification issued - Regarding
10	PD	Notification	PD-21/2025, dated 10.06.2025 of CM(P)& BS	CONTRACTS - Revision of Minimum Wages payable to the Contract Labour and Security Personnel working on Contract basis (Out-sourcing) in APPTD (APSRTC) - Communicated - Reg.
11	PD	Notification	PD-22/2025, dated 11.06.2025 of ED(A)	ESTABLISHMENT - Provision for deployment of Data Entry Operators to the Units/depots on introduction of revised district/zonal set up in APSRTC/APPTD in tune with the Government Pattern - Communicated.
12	PD	Notification	PD-23/2025, dated 17.06.2025 of ED(A)	ESI ACT -1948 - Implementation of all the provisions of ESI Act. 1948 and rules and regulations made there under by the Unit Officers in respect of the persons engaged on outsourcing basis through outsourcing man power supply agencies/contractors in APSRTC - Instructions - reiterated - Reg.
13	PD	Notification	PD-24/2025, dated 24.06.2025 of ED(A)	GRIEVANCES - Effective implementation of Public Grievance Redressal System and timely Redressal of PGRS Grievances and coordination with the Government authorities at District and State levels - Notification issued - Reg.
14	IED	Circular	No. 02/2025-IED, dated 10.05.2025 of VC&MD	TIM REWARD - Payment of TIM Reward/ TIM handling allowance to the Private Hire Bus (PHB) drivers operating services with rIMs and without conductors - Instructions issued - Reg.
15	LOGISTICS	Circular	No. 02/2025-OPD(C), Dt.08.04.2025 of OSD(C&L)	APSRTC LOGISTICS - Allotment of counters at "C" class Bus Stations for operation of Logistic Counters - Instructions - Issued - Reg.
16	MED	Circular	No. 04/2025-MED, Dated 04.04.2025 of EDE	AWARD SCHEME- Improvement of HSD KMPL - Extension of Special Cash Award Scheme to Drivers at Depots for the year 2025-26 i.e., from April '25 to March '26 - Reg.
17	MED	Circular	No. 05/2025-MED, Dated 02.04.2025 of EDE	COST CONTROL - Control of Expenditure - Fixing of targets on MED Parameters for the year 2025-26 - Reg.
18	MED	Circular	No. 08/2025-MED, Dated 04.05.2025 of EDE	MONSOONS - Repair & Maintenance works to be done on buses during the Monsoon season - Reiteration of instructions - Reg.
19	MED	Circular	No. 09/2025-MED, Dated 28.05.2025 of EDE	MATERIALS - Control of expenditure - Fixing of Norms for RC and Repair related material in Tyre Retreading Shops for the year 2025-26 - Reg
20	OPD	Circular	No. 03/2025-OPD(PLG), Dated 07.04.2025 of ED(O)	HIRING - Revision of Wage Component in floor rate of hire buses introduced through July 2014, Dec. 2014, MSTC IV & V Tender Notifications and Pallevelugu replaced vehicles during the year 2016 to 2018 - Instructions issued - Reg.