

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT
(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

Office of the Commissioner: PTD &
Ex-Officio: VC&MD, APSRTC,
RTC House, PNBS, Vijayawada.

No. IR2/118(01)/2025-PO-III

NOTIFICATION NO. PD - 36/2025, DATED 18.09.2025

Sub:- **CC&A Rules** – Certain provisions related to disciplinary matters as prescribed in AP Civil Services (Classification, Control & Appeal) Rules, 1991 – Instructions issued - Reg.

- Ref: 1) Circular No.PD-01/2019, dated 01.01.2019
2) GO.Ms.No.70,GA(Ser.C) Dept dated 25.07.2023
3) GO.Ms.No.71,GA(Ser.C) Dept dated 25.07.2023
4) This office letter no.IR2 /644(01)/2025-PO-III, dated 21.05.2025.

After absorption of all APSRTC Employees into Government service under Public Transport Department w.e.f. 01.01.2020, all the rules applicable to Government servants are equally made applicable to PTD employees also.

Accordingly, the PTD Employees are being covered under AP Civil Services (Conduct) Rules 1964 read with G.O. Ms. No. 70, GA(Ser.C) Dept., dated 25.07.2023 and AP Civil Services (Classification, Control & Appeal) Rules, 1991 read with G.O. Ms. No. 71, GA(Ser.C) Dept., dated 25.07.2023.

It has come to the notice of Head Office that, while dealing with disciplinary matters, some authorities are still adhering to the time limits earlier followed in APSRTC, instead of adopting the time limits prescribed under the Government rules as given hereunder.

I) Rule 35 (Limitation Of APPEALS) of Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules 1991;

*"No appeal preferred under these rules shall be entertained unless such appeal is preferred within a period of **THREE months** of receipt of the order by the appellant".*

Therefore, while imposing penalties on the employees, the revised time limit of THREE months for preferring appeal/review petitions shall be clearly indicated in the punishment orders, instead of the earlier permitted time limit of two months.

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II) Rule 20(4) (Procedure for imposing PENALTIES), of Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules 1991;

*As per this rule, the disciplinary authority shall deliver or cause to be delivered to the Government servant a copy of the charge sheet, the statement of imputations of misconduct or misbehavior and list of documents and witnesses by which each article of charge is proposed to be sustained and the copies of the said documents and statements of the said witnesses and shall require **the Government servant to submit within such time not exceeding 10 working days**, a written statement of his defense and to state whether he desired to be heard in person. If the charged officer desired to be heard in person, personal appearance may be allowed before the disciplinary authority on such day and at such time not exceeding ten working days.*

Therefore, while dealing with disciplinary matters, the delinquent employee shall be given the time limit of not exceeding 10 working days, for submission of his explanation to the charge sheet, notice etc.,

All the Unit Officers are advised to take necessary action accordingly.


EXECUTIVE DIRECTOR (A)

Copy to all Officers.