

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

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

Office of the VC & MD,  
RTC House, PNBS, Vijayawada.  
Date: 17.10.2025.

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: 1. This Office Lr. No. even, dated 15.04.2025. (1<sup>st</sup> Quarter).

2. This Office Lr. No. even, dated 14.07.2025. (2<sup>nd</sup> Quarter).

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Through the references 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 and 2<sup>nd</sup> quarter of the year 2025 i.e. 01.04.2025 to 30.06.2025 were communicated.

Now, all the Circulars/Notifications issued by various departments in Head Office for the 3<sup>rd</sup> quarter of the year 2025 i.e. 01.07.2025 to 30.09.2025 were uploaded into apsrinfo.in portal.

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

Encl. As above

  
CHIEF MANAGER (P) & BS

## Statement showing the Gist of Circulars/Notifications issued in APPTD(APSRTC) for the period from 01.07.2025 to 30.09.2025

Sl. No.	Department	Circular / Notification	Number, date and Issued by	Gist
1	PD	Notification	PD-25/2025, dated 15.07.2025 of ED(A)	LEAVES - Applicability of leaves to the PTD employees working at ZNOUS i.e Zonal Workshops, Stores and Tyre Reretailing Shops (TRS) - Guidelines issued- Reg. Reg.
2	PD	Notification	PD-26/2025, dated 15.07.2025 of ED(A)	TRANSFERS - Continuation of Employees in the present Unit (other than their parent Unit/depot) on relieving basis, for further period - Permission- Communicated - Reg.
3	PD	Notification	PD-27/2025, dated 31.07.2025 of ED(A)	COMPASSIONATE APPOINTMENTS - Compassionate Appointments to the eligible dependant family members of APSRTC employees deceased Prior to 31.12.2015, while in service- Instructions - Issued - Reg.
4	PD	Notification	PD-28/2025, dated 31.07.2025 of ED(A)	FOREIGN VISIT - Foreign visits by the employees of Public Transport Department on private affairs - Notification issued - Reg.
5	PD	Notification	PD-29/2025, dated 11.08.2025 of CM(P)&BS	DPC 2024-25 - Administrative Roster - Conducting of Departmental Promotion Committee Meetings for promotions to various categories of posts in APPTD for the panel year 2024-25 - Administrative Roster revised for certain categories in APPTD Sub-ordinate Service Rules 2023 - Clarifications issued with respect to commencement of Roster Points - Reg.
6	PD	Notification	PD-30/2025, dated 21.08.2025 of CM(P)&BS	SELECTION COMMITTEES - Re-constitution of Departmental Selection Committees for promotion to the posts of LH, DC/TT/TL, IIL, ADC/CONTROLLERS and ADC(Technical) - Regarding
7	PD	Notification	PD-31/2025, dated 14.08.2025 of ED(A)	DPC 2024-25 - Conducting of Departmental promotion Committee Meetings to various categories of posts for the panel years 2024-25 - Implementation of Rule of Reservation in promotions to persons with Benchmark Disabilities - Notification - Issued - Reg
8	PD	Notification	PD-32/2025, dated 28.08.2025 of ED(A)	ANNUAL GRADE INCREMENTS - Sanction of Annual Grade Increments to the employees of APPTD as per GoAP Rules - Instructions issued - Reg.
9	PD	Notification	PD-33/2025, dated 02.09.2025 of ED(A)	LEAVES - Implementation of AP Leave rules, 1933 to the Employees of AP PTD on par with Govt. Employees w.e.f. 01.01.2020 - Further instructions - Issued - Reg.
10	PD	Notification	PD-34/2025, dated 08.09.2025 of ED(A)	DPC - PROMOTIONS - Streamlining the process for filling the vacancies by accounting for anticipated retirements arising due to superannuation of employees during the penal year - Notification issued - Reg.
11	PD	Notification	PD-35/2025, DATED 12.09.2025 of ED(A)	DPC - Conducting of Departmental Promotion Committee Meetings for promotions to various categories of posts in APPTD for the panel year 2025-26 - Implementation of Rule of Reservation in promotions to Scheduled Castes in Three Groups - Certain clarifications - Issued - Regarding
12	PD	Notification	PD-36/2025, DATED 18.09.2025 of ED(A)	CC&A Rules - Certain provisions related to disciplinary matters as prescribed in AP Civil Services (Classification, Control & Appeal) Rules, 1991 - Instructions issued - Reg.
13	PD	Notification	Joint PD & AD -37//2025, dated 26.09.2025 of ED(A) & FA&CAO	Automatic Advancement Scheme - Sanction of AAS to the Employees of APPTD - Improper sanction and erroneous fixation of AAS in some of the Units noticed - Instructions issued for centralized audit of AAS proceedings and AAS pay fixation - Reg.

Statement showing the Gist of Circulars/Notifications issued in APPTD(APSRTC) for the period from 01.07.2025 to 30.09.2025

Sl. No.	Department	Circular / Notification	Number, date and issued by	Gist
14	PD	Notification	PD - 38/2025, DATED 24.09.2025 of ED(A)	PROPERTY TAX -Payment of Property Tax by the Depots/Units of APSRTC - Revised Delegation of Powers - Notification issued - Reg. Automatic Advancement Scheme - Sanction of AAS to the Employees of APPTD - Improper sanction and erroneous fixation of AAS in some of the Units noticed - Instructions issued for centralized audit of AAS proceedings and AAS pay fixation - Reg.
15	PD	Notification	PD-39/2025	Not released
16	PD	Notification	PD - 40/2025, DATED 08.10.2025 of ED(A)	ESTABLISHMENT - Promotion of Conductors, Drivers and Mechanics from Grade-II to Grade-I - Revised Instructions - Issued - Reg.
17	IED	Circular	02/2025-IED, Dt:04.07.2025 of ED€	Payment of Incentive on Earnings to Sapthagiri Express services - Instructions - Issued - Reg.
18	IED	Circular	03/2025-IED, Dt:14.08.2025 of ED€	Incentive on Earnings Parameter for STREE SHAKTI SCHEME" Products
19	MED	Circular	No.10/2025-MED	Not released
20	MED	Circular	No.11/2025-MED, Dated :19.06.2025	BUS BODY UPKEEP SAADHANA COMMITTEE: Formation of Bus Body Saadhana Committee at Depot level to improve bus body appearance & Physical condition-certain instructions issued -Reg.
21	OPD	Circular	No. 04/2025-OPD(TT), Dated 02.07.2025 of VC & MD	Concessional Bus Pass to Govt Employees: Concessional bus passes to travel within the limits of CRDA up to Ultra Deluxe buses to the employees working at Government institutions other than Secretariat and Heads of Department (HODs) -Instructions -Issued - Reg.
22	OPD	Circular	No. 05/2025-OPD(TT), Dated 01.07.2025 of VC & MD	Re-Introduction of RJT Tickets on the Route Tirupat - Tiruchanur - Instructions - Issued- Reg
23	OPD	Circular	No. 06/2025-OPD(TT), Dated 30.07.2025 of VC & MD	Sabarnimala Special Operations-Operation of buses to Sabarnimala for the year 2025-26-Instructions-Reg.
25	OPD	Circular	No. 07/2025-OPD(TT), Dated 14.08.2025 of Commissioner, APPTD(APSRTC)	OPERATIONS - Implementation of Free Bus travel facility for women passengers of all age groups in five categories of APSRTC buses across the State of Andhra Pradesh under the "STREE SHAKTI" SCHEME with effect from 15.08.2025 - Instructions Issued - Regarding.
26	OPD	Circular	No. 08/2025-OPD(TT), Dated 14.08.2025 of ED(O)	OPERATIONS:Operation of additional KMs to clear the traffic-Enhancement of spot payment from Rs. 2/- to Rs.3/- per KM after completion of the schedule duty-Instructions Issued-Reg.
27	OPD	Circular	No. 09/2025-OPD(TT), Dated 03.09.2025 of ED(O)	BUS PASSES- EXCLUSIVE TRIPS: Provision of Exclusive Trips for Educational Institutions in Cities and Mofussil areas-Revision of guidelines-Reg