

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

No.Sup(P)/255(06)/2025-PO.IT

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

NOTIFICATION NO. PD -32/2025, DATED 28.08.2025

Sub:- **ANNUAL GRADE INCREMENTS** - Sanction of Annual Grade Increments to the employees of AP PTD as per GoAP Rules- Instructions issued - Reg.

Consequent to the absorption of all APSRTC employees into Government service under APPTD w.e.f., 01.01.2020, all the rules applicable to Government employees are equally applicable to APPTD employees.

The Government Rules related to sanction of Annual Grade Increments are mentioned at **Fundamental Rules 24 to 26**, as summarized below.

I. Fundamental Rule 24:

- 1) In general, every employee who worked for a period of one year is eligible for annual increment.
- 2) **An Increment shall ordinarily be drawn as a matter of course unless it is withheld.**
- 3) An increment may be withheld from a Govt. Servant by the State Govt. or by any authority to whom the State Govt. may delegate this power, if his/her conduct has not been good or his work has not been satisfactory.
- 4) In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments (WCE or WOCE).
- 5) In case of stoppage of increments, the increments falling due immediately after the date of issue of the order should be withheld.
- 6) The period spent on EOL/LWP/Absent shall not be considered as "qualifying service" for the purpose of sanction of annual grade increment (FR 26 (b)(ii)).
- 7) Similarly, the period of Suspension and period preceding suspension shall not be considered as "qualifying service" for the purpose of annual grade increment (FR 24-5(a)).

II. Stagnation Increments:

The Government have sanctioned, vide GO Ms.No.25, Fin.(HR-V-PC) Dept., dated 30.04.2015, **five (5) stagnation increments** beyond the time scale and these shall be treated as increments for all purposes. i.e., when an officer/ employee reached maximum of the time scale, he/she shall be allowed 5 more increments (beyond the maximum of the Grade/Scale attached to the post) by way of Annual Grade Increment / AAS increment / Promotion increment etc.

III. Drawl of Increment:

- 1) Increment will be drawn from 1st day of the month in which it is due.
- 2) The first increment in the case of initial appointment or promotion will be drawn a few days in advance from the completion of 12 months (GO Ms No.133, F&P, Dated 13.05.1974 and GO MS No.192, F&P, Dated 01.08.1974)
- 3) In arriving at the date of next increment, the periods which do not count for increment (EOL/LWP/ABS etc. i.e., no salary days in the last year) will be added to the normal due date of increment and if that date falls in the middle of the month, increment will be drawn from the 1st day of that month.
- 4) If the employee is on leave on the 1st day of that month in which annual increment is due, then increment will be sanctioned on the 1st day of the month, but monetary benefit will be allowed only from the date of joining duty after leave.**
- 5) If passing of an examination or test confers on a Government servant the title to any right, benefit or concession, such benefit should be deemed to have accrued on the day following the last day of the examination or test which he/she passed. (Ruling 2 under FR 26(b))

Newly appointed/recruited Employees under probation:

- 6) When the period of **probation is two years** (at the time of recruitment) and the increment is annual, the probationer is entitled to draw the 1st increment after commencement of probation. Second increment will have to be drawn only w.e.f. the date following the date of declaration of probation. (FR 31-A(2)(ia)(a))

IV. Special cases:

In terms of Rule 5 (1)(b) of AP Revised Pension rules 1980, when an employee died while in service, the **date of death** shall be treated as a **working day**

In case, the employee is on leave on the date of sanction of annual increment and died before reporting for duty, his/her annual increment shall be sanctioned on the due date. However, the monetary benefit shall be allowed from the date of death, duly treating the date of death as working day. Further, his/her terminal benefits shall be calculated on the revised pay i.e., pay arrived after addition of the annual increment.

Therefore, all the Drawing and Disbursing Officers are instructed to follow the above principles while sanctioning annual increments, without any deviation.


EXECUTIVE DIRECTOR (ADMIN)

To

All Officers of APPTD/APSRTC.

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