

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No SRBS/ML 2/2002

Dt 29 10 2002

CIRCULAR NO SRBS/9/2002

Sub SRBS - Grant of marriage loan second time to the members of SRBS to perform daughter s marriage - Reg

- Ref
- 1 Circular No SRBS/11/93 dt 04 12 1993
 - 2 Circular No 1/94 dt 17 02 1994
 - 3 Circular No PD 81/94 dt 16 08 1994
 - 4 Circular No SRBS 1/95 dt 21 02 1995
 - 5 Circular No SRBS 3/95 dt 20 05 1995
 - 6 Circular No SRBS 6/95 dt 21 10 1995
 - 7 Lr No SRBS/356 (1)/97 dt 06 03 1998
 - 8 Circular No SRBS 3/98 dt 23 03 1998
 - 9 Circular No 01/1998 dt 29 05 1998
 - 10 Circular No SRBS/356(1)/2000 2001 dt 21 06 2001

At present marriage loans are granted to the members of SRBS for performance of marriage of self or sister or daughter or son from funds of SRBS On representation of the members the Board of Trustees of SRBS vide Minute No 14/2002 dt 13 9 2002 have agreed to grant marriage loan second time to perform daughter s marriage only This facility for the second time will be given only after the loan granted for the first time is fully cleared

The Employee shall enclose the following documents along with the loan application

ENCLOSURES TO THE MARRIAGE LOAN APPLICATIONS

- 1 SRBS marriage loan application in form No SRBS ML 1R
- 2 Agreement on Rs 50/ bond paper in the form No SRBS ML 2R
- 3 Xerox copy of the family declaration filed in P case duly filling all the columns
- 4 Wedding card/marriage photo of the couple (if application for loan is submitted within a month after marriage)
- 5 Xerox copy of first page of the bank account showing the bank A/c No
- 6 Certified copy of the check list by the Personnel Officer concerned
- 7 Latest Xerox copy of computerised salary bill pay slips of loanee 1 ' surety/2nd surety
- 8 Clearance certificate for first marriage loan from SRBS
- 9 Certificate that no charges/disciplinary proceedings are pending against the loanee / sureties

The Unit Officer while forwarding the application has to make thorough scrutiny with the enclosures and the factual information regarding marriage loan claim before certifying and forwarding to the Personnel Officer concerned

The Personnel Officer concerned who is Nodal Officer for SRBS marriage loan has to make thorough scrutiny regarding

- 1 Completed years of service and left over years of service
- 2 Take home pay eligibilities as per the latest circular instructions of loanee as well as sureties

The Unit Officer and the Personnel Officer concerned should reject the claims if they are not satisfied with the genuiness of the claims preferred by the employee to avoid delay in returning the claims on similar grounds from SRBS office The application shall be forwarded by the Unit Officer along with covering letter through Personnel Officer concerned duly mentioning clearly in capital letters as FIRST LOAN or SECOND LOAN for daughter s marriage in the application of the employee as well as in covering letter

Further the Unit Officer shall ensure the following aspects

- 1 No alterations or fluid corrections on the bond paper as well as on the other enclosures
- 2 In case of fluid alterations the loan application will be returned
- 3 For all other alterations it should be attested clearly by the Unit Officer concerned and the Employee shall sign whenever such alterations are made
- 4 When once an employee stands surety for the marriage loan he will not be permitted to withdraw his surety after release of the loan
- 5 Employee who is member of SRBS can give surety to two loanees only After repayment of loan the same surety can give surety to another employee for marriage loan The surety responsibility will be discharged only after completion of the loan
- 6 When the marriage loan is sanctioned by the competent authority it will be released for disbursement at Unit Level in the presence of the Unit Officer as well as obtaining acknowledgement of the sureties One copy of the acknowledgement shall be filed m the P case and second copy of the acknowledgement shall be returned to SRBS for record
- 7 When the employee was placed under suspension on charges the DD/cheque shall be returned along with covering letter duly mentioning the reasons for cancellation to Secretary SRBS
- 8 In case any one of the sureties is placed under suspension the surety should be replaced immediately with the approval of the Secretary SRBS Till such time the eligible surety is replaced and clearance is given from SRBS the marriage loan amount shall not be released to the party
- 9 Any deviations of the above instructions the Unit Officer will be held responsible for release of the marriage loan

The Unit Officer is responsible for genuiness of the marriage loan claims and the Personnel Officer concerned as Nodal Officer is responsible to ensure for correct submission of marriage loan documents along with check list

The manuscript register to be maintained at Unit level as well as at Regional/Zonal/ Head Office level for Marriage loan as per instructions given in Circular No 11/93 dt 4 12 1993 will continue for second time loan also stands good

The circular instructions issued for release of 1st marriage loan vide references cited (1 to 10)and also the terms and conditions are equally applicable for second loan for daughter These instructions will come into force with immediate effect

Sd/ (B S R Murthy)
Executive Trustee SRBS
CHIEF PERSONNEL MANAGER

To
All Officers of the Corporation

Copy to
All Board of Trustees of APSRTC SRBS