ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD
Mushirabad, Hyderabad

No.SA/430(1)/2010-PO(C)

JOINT CIRCULAR NO. PD/AD/IT-17A2011. Dated 29-04-2011

Sub: LEAVE - Maintenance of Leave Accounts through PMS modules -
Dispensing with Manual leave cards-Instructions Issued- Reg.
Ref: 1. V.C& M.D Cir.No.PD-51/2001 dt23.06.2001.
2. V.C& M.D Cir.No.PD-76/2002 dt.19.12.2002.
3. V.C& M.D Cir.No.PD^9/2003 dt.26.06.2003.
4. ED (A) lr. No.P1/430(6)/2004-PO-IV, dt. 05-06-2004.

Instructions were issued through the circulars cited as to the course of action to be taken for avoiding payment of excess leave wages. Further, the RMs/Dy.CPMs/POs were also instructed to checkup certain leave records during their visits/inspections and ensure proper maintenance of leave accounts.

Despite specific instructions on verification of leave balances before allowing leave, it has come to notice that still certain employees were paid leave wages in excess of the leave due to them, and later ordered for recovery.

Even after implementing PMS leave module, the manual work of posting of leaves in leave cards is continued. The leave balances generated in PMS module are manually posted in the leave cards and during the audit, the concerned audit personnel are verifying balances in PMS and manual leave cards which is resulting in duplication of work in both PD and AD. In order to avoid the duplication of maintenance leave accounts, it is hereby decided to maintain Leave accounts through PMS only. This will reduce the work load on both PD staff and AD Staff. To implement the above system utmost care has to be taken while processing the leaves and maintaining the backup.

The following guidelines are issued to dispense with the manual leave cards from 16.05.2011.
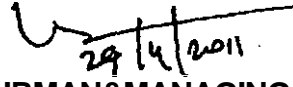
1. The balances as on 16.05.2011 in PMS will be taken as balances for the Payroll and for audit purpose. The leave postings in manual leave cards should be dispensed after 16.05.2011.

\

2. The manual leave card balances as on 16-05-2011 for all the employees should be audited and certified for all the leaves such as Earned leave, HPL (MC), HP(PA), etc. For this, the manual leave cards are to be kept ready duly updating the postings of leaves upto 16.05.2011 by the PD Staff on or before 15.06.2011.

3. The updated manual leave cards should be audited by the Regional / Zonal / HO Audit staff with in 2 months i.e., by 16.08.2011 duly drawing out a suitable audit plan. The differences pointed by the audit have to be incorporated in PMS in the next month through an office order by the Unit Officer to that extent Action has to be taken to reflect these changes in Payroll system also in the same month by sending the M-1, M-3 and Pay in -1 data files of PMS during salary bill processing.

4. The provision of modification of leave balances will not be allowed in PMS and Pay roll. Any error/differences noticed in the leave balance of any kind after 16-05-11 will have to be rectified through an office order of the Unit Officer only during the subsequent month data entry/ processing of muster. The provision for modification of leaves in PMS based on the Unit Officer orders will be given to the PD-Supervisor with a password and he will be made responsible for changes in leave balances of all employees in the Unit.

5. The Unit Officer has to issue an office order for any leave conversions sanctioned by him as per APSRTC Employees' Leave Regulations,1963.

6. Thorough audit of current month Muster roll report along with reference to previous month report should be done which includes opening Leave balances of CL, EL, HPL(MC), HPL(P), etc. while auditing the salary bills. The muster may be verified on test basis with reference to leave applications/sanction order of Unit Officer also.

7. Data Backup of PfcIS DATA, PMSMENU and PMSOBJ must be taken by the concerned PD supervisor in a CD every month after processing of muster and they have to be preserved under safe custody of the Unit Officer.

8. The Regional Accounts Officer should ensure that data back up of Pay-in-1, Pay-in 2, Pay-in 3, masters and image files should be preserved on a CD and also Hard disk every month after processing the monthly salary bills.

9. The provision for leave re-processing will be disabled. Hence processing of musters in PMS should be done only after proper verification.

10. Un-authorised personnel should not be allowed to operate PMS to keep passwords secure.

11. The Leave Eligibility Statement (-elgmm.prt) should be filed carefully along with audited salary bill every month as this statement is the only document which contains the month-wise balances and availment.

12. A Hard copy of Annual Leave Card (-lvcyy.prt) should be generated in the month of December every year, employee wise and filed in P'case for record duly endorsing in the Service record with folio number.

■13. The Pay-in-1 file which contains the attendance particulars of the employees for the month, master-1 and master-3 files which contains leave opening balance details which are generated after processing the muster will be submitted to the payroll for generation of salary bill. The leave balances generated in Master-3 file of PMS module and the leave balances generated in Payrolls Module after monthly salary bills processing, should be verified through software in Payrolls Module and an'exception report should be generated in Payrolls Module for differences noticed. The exception report should be verified by AO/unit Officers concerned and in case of correction required, an Office Order should be issued by the Unit Officer before processing of next month salary bills for updating of the same in PMS/Payrolls Module. The balances in PMS and Payroll should tally.

14. When an employee is transferred from one Unit to another Unit, the leave balances as per bio-data sheet generated upto corresponding muster date when relieving an employee and the availment of leave as per connecting muster as generated by the PMS shall be enclosed to the LPC which will be taken into account in PMS in the transferred Unit. The connecting muster period, i.e., from muster closing date to relieving date shall be certified by the Personnel Supervisor. This data has to be verified during the audit of salary bill for the transferred employees at the reporting Unit.

15. When the employee is transferred, the annual leave card should be generated to the corresponding muster date and it should be certified by the Unit Officer and it should be sent along with the manual leave card upto 16-05-2011 of the employee to the new Unit.

16. The manual leave cards maintained upto 16-05-2011 should be preserved as permanent record.

17. Based on the leave balances updated in PMS/Payroll system, the encashment bill will be generated in future which will be paid subject to audit.

18. Modified software should be ported in to system in time for which separate instructions will be given.

Therefore it is ordered to follow the above guidelines scrupulously and to dispense with the maintenance of manual leave cards after 16-05-2011.

VICE CHAIRMAN&MANAGING DIRECTOR

Copy to: All Officers of the Corporation.
Copy to: STO:DP:Picket/ PO(Computers) for necessary action to modify the software.
Copy to: Sr.RAO/AG:RTC Branch, Mushirabad, Hyderabad.
Copy to : Test Audit