

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD
Fin Wing Msrd Hyd 20

No EPS 1/547(2)/2001 AD

Dt 06 02 2001

To
All Unit Officers
A P S R T C

Sub EPF and MP Act 1952 - Submission of Pension Claims of Employees - Reg

The Regional Provident Fund Commissioner Hyderabad has instructed recently to submit the descriptive roll of Major children (age between 18 to 25 years) in the prescribed Proforma which is enclosed herewith

However some of the units are not sending the full data in respect of pension claims which are furnished hereunder

- 1) Three sets of specimen signature of the applicant attested by the Unit Officer
- 2) Three sets of descriptive roll of the applicant signed by the Unit Officer
- 3) Joint post card size photos recently taken with spouse and children up to 25 years of age should be signed by the Unit Officer
- 4) All the passport size photos the name should be written on the back of the photo and attested by Unit Officer
- 5) Original Date of Birth Certificates of all children with 4 xerox copies each upto the age of 25 years whether married or un married
- 6) Bank Account in Andhra Bank or State Bank of India should be opened individual account in the same branch of Bank only
- 7) In case of reduced / early pension advise the members to mention from which date they desire to draw the pension
- 8) Pay + DA as on 16 11 95 and last drawn Pay + DA
- 9) Fill up the Return of Capital
- 10) Option for commutation in the case of Retirement Yes / No
- 11) Descriptive Roll in triplicate of major children (age between 18 to 25 years)

Your personal attention while forwarding the above information is requested to avoid delay in settling the pension claims

Sd/ (N Ch V Rama Rao)
ACCOUNTS OFFICER (FPS)

DESCRIPTIVE ROLE OF MAJOR CHILDREN
(Above 18 and Below 25 years)

A/C NO AP/295/ _____

1) Name _____

S/o D/o _____

2) Date of Birth _____

3) Height _____

Specimen signature

4) Nationality & Religion _____ 1) _____

5) ID Marks i) _____ 2) _____

ii) _____ 3) _____

6) i) SB A/C No _____

ii) Name of the Bank _____

iii) Name of the Branch _____

Unit Officer