

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
Bus Bhavan, Mushirabad, Hyd-20,
Dated: 23.02.2015.

No. IR2/137(5)/2013-PO(IV)

To
All Officers of the Corporation

Sub: CODE OF DISCIPLINE - Recovery of Union Membership subscription from the Salaries of the Employees' who express their willingness in writing and remittance to the APSRTC NMU A/c through Bank - Reg.

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In consideration of the requests of the APSRTC National Mazdoor Union, it is agreed to recover the Union Membership Subscription for six(6) months from the salaries of the Employees (including Contract) who express their willingness in writing for the year 2014, through the Salary Bill of March, 2015 payable on 1st April, 2015 and for remittance to APSRTC NMU A/c through Bank.

The following instructions are, therefore, issued for implementation by all the Unit/Salary Drawing Officers:

1. The Unit/Salary Drawing Officer concerned shall obtain the authorization in writing in the proforma as at Annexure-I, from the Employees working under his/her control who are willing for recovery of Union Membership Subscription and remit to the Bank Account of APSRTC National Mazdoor Union through Bank.
2. Based on the authorization that was given by the Employee, the subscription for Six (6) months in the year 2014 shall be recovered from the Salary Bill of March, 2015 payable on 1st April, 2015. A Credit advice for the total amount deducted shall be sent to AO(P&A), Bus Bhavan together with a Statement in the proforma as at Annexure-II, as in the case of other NDRs.
3. For the total amount received at AO(P&A)/Bus Bhavan, towards subscription amount, a Cheque shall be prepared in favour of "GENERAL SECRETARY, APSRTC National Mazdoor Union, whose A/c number will be furnished before handing over the Cheque to General Secretary, APSRTC NMU. The amount of deduction towards Union Membership Subscription shall be debited from "AH.No.1024:NDR-NMU, Union Membership".
4. The Unit/Salary Drawing Officer concerned shall prepare a list of Employees in the proforma as at Annexure-III, from whom the subscriptions were deducted and sent to the General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Hyderabad for information.

Necessary action may be taken accordingly.

Encl: Annexures.


23/2/15
VICE CHAIRMAN &
MANGAING DIRECTOR

Copy to: ATM-I (M-IT) for uploading the circular on website.
Copy to: General Secretary, APSRTC NMU.

AUTHORIZATION LETTER

To
The Depot Manager/Unit Officer,
A.P.S.R.T.C. _____

Sir,

I hereby authorize you to deduct an amount of Rs. _____ (Rupees
_____ only) towards Union Membership Subscription for
Six(6) months for the year 2014 through Salary Bill pertaining for the month of March 2015
and remit to the same to APSRTC National Mazdoor Union Bank A/c.

Witnesses:

Yours faithfully,

1. _____ Signature :
Name :
2. _____ Staff No. :
Designation :
Date: _____ Place of work :

ANNEXURE-II

Name of the Unit	Name of the Union	No. of willing Employees	Total amount of subscription
1	2	3	4

ANNEXURE-III

Name of the Unit:		Subscription recovered in March 2015		
Sl. No.	Name of the Employee	Staff No.	Designation	Amount of Subscription
