

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

FA
18.5.18

Office of the VC&MD,
Finance Wing, RTC House,
Vijayawada,
Date:18.05.2018.

No. AM (F) / IMP-Cor/2017-PF T

To,
All the Unit Officers,
APSRTC.

SUB: PF Recovery:-Issue of Pension Payment Order on the date of Superannuation- Regarding.

REF: 1. Lr No. 8/(Gen)2018-MDP dt. 13.05.2018 of VC&MD addressed to RPFC/HYD.

2. Letter No.TS/RO/HYD/APSRTC/Pension/2018 dt. 15.05.2018 of RPFC-I, Regional Office/HYD..

Vide reference 1st cited VC&MD, APSRTC requested the R.P.F. Commissioner -I/HYD to issue instructions to the RPFOs to send soft copies of the Pension Payment Orders to APSRTC, to know the status of pension cases of superannuated employees .Accordingly, RPF Commissioner-I addressed D O Letters to the RPFOs/GNT,RJY,VSP&KDP for providing a copy of the PPOs to APSRTC.

Further vide reference 2nd cited, RPF C-I informed that the following measures may be taken to facilitate the RPF Office to issue of Pension Payment Order to the employees of APSRTC on the day of superannuation itself.

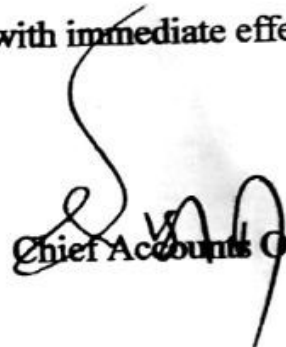
1. It is required to make payment of contributions in advance in respect of such retiring employees one month in advance of the date of their retirement.
2. A complete set of Pension Claim Forms in **Form 10-D** fulfilling all columns pertaining to such retiring employees shall be submitted to PF Trust for transmitting the same to RPFC at least 14 days prior to the date of retirement.

In this connection, the following instructions are issued for strict implementation.

1. Personnel Department of concerned Unit shall identify the employees retiring on superannuation in every month and communicate the same to all concerned sections to prepare the settlement claims two months in advance.

2. The employee contribution for the retiring month of the employees shall be recovered in the previous months salary bill itself along with regular PF recovery under new recovery Head "PF Retired"- by the Accounts Supervisor of the Depots & Personnel Supervisor in case of Non Operation Units.
3. The PF contribution shall be arrived at manually by the supervisor of the drawing unit duly considering the pay increase or decrease and assuming the muster as present on the retirement month.
4. The Accounts Department of the unit shall submit the additional PF recovery details of retiring employees along with regular PF duly providing employer contribution also. Further while drawing the settlement salary bill, care shall be taken for adjustment of actual PF amount recovered and already provided through the last month salary bill of retired employee.
5. The claim forms of Pension shall be sent to the PF Trust at least 25 days in advance so as to facilitate them to transmit the same to RPF Commissioner 14 days before retirement.
6. The PF contribution of employees retiring in the month of June 2018 shall be recovered in May 2018 salary bill and the same shall be submitted in the form of Advice to AO (P&A) along with May 2018 regular employees PF contribution recovery.
7. The recovered amounts shall be allocated to new AH 1003- Advance PF Recovery of retiring employees.

The above instructions shall come in to force with immediate effect.


Chief Accounts Officer

✓
Copy to all EDs for information.

Copy to CPM to arrange to modify the payroll programme to create the filed "PF-RTD" and to generate PF Recovery statement of retired employees separately.

Copy to all Officers of the Corporation .

F A ✓