

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



O/o the VC & MD,
Bus Bhavan, Hyderabad,
Dt.21.7.2012.

Lr.No.STO(DP)/SW(3)/10-IT

To
All the Regional Managers.

Sub: PAYROLLS - Modifications in Payrolls Module software, to print zeros in salary slip in gross salary, net deductions, and net salary in case of blank date of birth, date of joining RTC in Payrolls Module - Reg.

Ref: 1. CAO Ir. No. even dt. 19.1.2012 and 16.3.2012.
2. This office Letter No. even dt. 29.6.2010, 27.6.2011 and 2.12.2011.

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Vide letters cited at 1 above, all the Regional Managers were requested to instruct the concerned Dy.CAOs / Accounts Officers / Salary drawing Officers concerned to take necessary action immediately and update the following information in the Payrolls Module while processing the February 2012, March 2012 salary bills.

1	2	3	4	5	6
Category code	Date of Birth (DOB)	Male or Female flag	Date of Joining RTC (DOJ)	Date of Increment	Religion

Still for about 1541 employees Date of Birth is blank, likewise for about 1575 employees Date of Joining RTC is blank as per June 2012 salary bill data. The zone-wise and region-wise information of No. of Employees for whom DOB and DOJ are blank is enclosed in 'ANNEXURE-A' for information and necessary action.

It was also informed in the letters cited 1, that the salaries will be withheld for the employees for whom the above fields are not updated, and the Unit Officers / Salary drawing Officers shall be held responsible.

Now it is clearly instructed to Computers Department to implement above instruction from July 2012 Salary Bill.

The above modifications were felt necessary, because without DOB / DOJ for employees, automatic generation of Gratuity Amount, Settlement Salary and Terminal benefits for the Employees retiring will not be accurate. The exceptional financial impact reports for Gratuity amount, DA, Exgratia, Encashment payable etc., will not be accurate. It is also found difficult to stop salary bills for the retiring employees, to calculate the eligible ELs, No. of employees retiring for coming months, etc.,.

Therefore, Regional Managers are once again advised to instruct the Regional Dy.CAO's / Accounts Officers / Salary drawing Officers concerned to take necessary action immediately and get the above information updated in the Payrolls Module as per the procedure given in the 'ANNEXURE-B' while processing July 2012 salary bills without fail.



[Signature]
FA&CAO

Encl: As above.

- Copy to ED(E,IT&HRD) / ED(A&P) for favour of inf. pl.
- All Executive Directors (Zones) for favour of inf. pl.
- CPM / CA / CFM for inf. pl.
- All Dy.CAO's / Dy.CPM's of Zones and Regions for inf. and n/a.
- All AO's/PO's of Zones and Regions for inf. and n/a.
- All Depot Managers for inf.

Category code	Date of Birth (DOB)	Female flag	Joining RTC (DOB)	Date of Increment	Region

Still for about 1541 employees Date of Birth is blank likewise for about 1525 employees Date of Joining RTC is blank as per June 2012 salary bill data. The zone-wise and region-wise information of No. of Employees for whom DOB and DOJ are blank is enclosed in 'ANNEXURE-A' for information and necessary action.

It was also informed in the letters cited I, that the salaries will be withheld for the employees for whom the above fields are not updated, and the Unit Officers / Salary drawing Officers shall be held responsible.

Now it is clearly instructed to Computers Department to implement above instruction from July 2012 Salary Bill.

The above modifications were felt necessary, because without DOB \ DOJ for employees, automatic generation of Gratuity Amount, Settlement Salary and Terminal benefits for the Employees retiring will not be accurate. The exceptional financial impact reports for Gratuity amount, DA, Exgratia, Encashment payable etc., will not be accurate. It is also found difficult to stop salary bills for the retiring employees, to calculate the eligible E.Ls, No. of employees retiring for coming months, etc.,

Statement showing the No. of Employees Region-wise for whom Date of Birth/RTC Jointint Date are blank in payrolls module as per June 2012 salary bill data

S.No.	ZONE NAME	REGION NON-OP UNIT	Employees with blank	
			DOB	DOJ
1	HEAD OFFICE	NON OP	42	66
2	HEAD OFFICE	BBW	1	1
3	HEAD OFFICE	PRINTING PRESS	1	
4	GREATER HYD	HYDERABAD	3	11
5	GREATER HYD	SECUNDERABAD	3	3
6	HYDERABAD	RANGAREDDY	6	5
7	HYDERABAD	MAHABOONAGAR	46	48
8	HYDERABAD	MEDAK	31	32
9	HYDERABAD	WORKSHOP	3	4
10	HYDERABAD	TRS	19	19
11	KARIMNAGAR	KARIMNAGAR	26	28
12	KARIMNAGAR	KHAMMAM	266	266
13	KARIMNAGAR	NIZAMABAD	2	2
14	KARIMNAGAR	WARANGAL	69	52
15	KARIMNAGAR	ADILABAD	59	56
16	KARIMNAGAR	NON OP	45	45
17	KARIMNAGAR	WORKSHOP	6	6
18	KARIMNAGAR	TRS	53	53
19	KADAPA	KADAPA	616	611
20	KADAPA	ANANTHAPUR	1	1
21	KADAPA	KURNOOL	9	5
22	KADAPA	NON OP	3	3
23	KADAPA	WORKSHOP	6	6
24	NELLORE	NELLORE	65	89
25	NELLORE	ONGOLE	82	83
26	NELLORE	NON OP	1	3
27	VIJAYAWADA	VIJAYAWADA	2	2
28	VIJAYAWADA	GUNTUR	1	1
29	VIJAYAWADA	ELLUR	43	44
30	VIJAYAWADA	WORKSHOP	3	3
31	VIJAYAWADA	TRS	1	
32	VIZAYANAGARAM	VISAKAPATNAM	12	12
33	VIZAYANAGARAM	EAST GODAVARI	1	1
34	VIZAYANAGARAM	NECR	3	2
35	VIZAYANAGARAM	NON OP	10	11
36	VIZAYANAGARAM	WORKSHOP	1	1
			1541	1575

ANNEXURE-B

IMPLEMENTATION PROCEDURE AT PAYROLLS PROCESSING CENTERS

1. The Payrolls Processing in-charges have to down load the programs from 'RTCWAN' 'STO-DP/july2012sw/' folder and copy the programs into the 'obj' folder in the system. 1. image.cob 2. n-updtm3.cob 3. Updtm1.cob 4. upsrbs99.cob 5.pdsnckl.cob.
2. PMS module data file '2 digit depot code + m1 + 2 digit MM + .dat' and '2 digit depot code + m3 + 2 digit MM + .dat' received from Unit should be copied into 'data' folder.
3. Execute the 'updtm1.cob' and 'n-updtm3.cob' program before execution of image program while processing the salary bill without fail.
4. Execute the image program and take print out of the newly developed exception report as given in the letter. Exception report file name is '2 digit depot code + MM + 4 digit YYYY + .nm1'. Send the exception report to the concerned unit officer, and collect the details from the units, and update the same in Payrolls Module as we do for transferred or newly recruited employees etc., Then once again start the salary bill processing as usual including execution of program given at item 3 above.
5. Ensure that no master checklist, does not contain 'DOB OR DOJ NOT PROPER' message.
6. Now after execution of summary program, execute salary slips program and ensure that for all employees salary is drawn as per their attendance particulars as usual and summaries are also tallied.

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1	1	ANANTHAPUR	KADAPA	20
2	2	KURNOOL	KADAPA	21
3	3	NON OP	KADAPA	22
4	4	WORKSHOP	KADAPA	23
5	5	NELLORE	NELLORE	24
6	6	ONGLE	NELLORE	25
7	7	NON OP	NELLORE	26
8	8	VILAYAWADA	VILAYAWADA	27
9	9	GUNTUR	VILAYAWADA	28
10	10	ELLUR	VILAYAWADA	29
11	11	WORKSHOP	VILAYAWADA	30
12	12	TRS	VILAYAWADA	31
13	13	VISAKAPATHAM	VIZIANAGARAM	32
14	14	EAST GODAVARI	VIZIANAGARAM	33
15	15	NECR	VIZIANAGARAM	34
16	16	NON OP	VIZIANAGARAM	35
17	17	WORKSHOP	VIZIANAGARAM	36