

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.P1/255(3)/2007-PO.IV

O/o the Managing Director,  
Bus Bhavan, Hyderabad-624.

**CIRCULAR NO.PD-11 /2011, DATED 31. 03.2011.**

**Sub: ESTABLISHMENT – Correct recording of Dates of Birth of Employees in Service Records and validations in PMS/Payroll – Instructions Issued – Reg.**

- Ref: 1. Circular No.PD-142/1979-80, dated 26.03.1980.  
2. Circular No.PD-70/1989, dated 20.06.1989.  
3. Circular No.PD-27/1990, dated 13.02.1990.  
4. Circular No.PD-59/1992, dated 10.07.1992.  
5. Circular No.PD-106/1993, dated 30.11.1993.  
6. Circular No.PD-38/1994, dated 03.06.1994.  
7. Circular No.PD-62/2000, dated 04.11.2000.  
8. Circular No.PD-03/2001, dated 12.01.2001.  
9. Circular No.PD-68/2003, dated 12.08.2003.  
10. Circular No.PD-25/2004, dated 28.06.2004.  
11. Circular No.PD-39/2005, dated 26.08.2005.

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As per Regulation 6(1) of APSRTC Employees' (Service) Regulations, 1964 an Employee shall retire from service with effect from the afternoon of the last day of the month in which he/she attains the age of 58 years. "Date of birth" is the basis to determine on which date an employee attains the age of superannuation. Regulation 19 of APSRTC Employees' (Service) Regulations, 1964 stipulates the method to be followed for recording correct date of birth of every person on entering the service of the Corporation in his/her Service Records.

With a view to ensure that the dates of birth are entered accurately in the Service Records of the employees, the Unit Officers who are custodians of Personal Records were advised to verify the entries in Service Register with relevant certificates or other recorded evidence based on which the dates of birth are entered. Vide Circular under reference 9<sup>th</sup> cited, the Unit Officers were further advised once again to verify the correctness of dates of birth recorded in Service Registers and submit a certificate to ED(A) through PO of the Region and Dy.CPM of Zone stating that entries as to the dates of birth have been verified and correct entries have been made in SRs. Despite taking the above steps instances have come to notice that certain employees at Khammam, Karimnagar-I, Kamareddy, Nandyal, Kurnool-I and Jangaon depots were continued in service beyond the date of their superannuation due to incorrect dates of birth in the Personal Records and PMS.

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To prevent recurrence of such incidents, the following instructions are issued for strict compliance:

1. All the Unit Officers/Controlling Officers **shall take immediate action to verify the P. Case and SR of each of the Employees, under their control and ensure that correct date of birth is recorded in the Service Records of the respective Employees in accordance with Regulation 19 of APSRTC Employees' (Service) Regulations, 1964.**
2. In case of any practical problems/doubts while recording correct date of birth of any employee(s), the Unit Officers shall sort out the same under duly obtaining the guidance of the PO of the Region/Dy.CPM of the Zone concerned.
3. After recording the dates of birth, in Service Records and feeding the same in Master-1 of PMS Module the Unit Officer shall arrange a **stamped endorsement with attestation in the Service Record of all the employees as below.**

Date of Birth of the employee as verified and recorded in SR is (Date)		
_____ has been entered in		
PMS		
Clerk	PD Sup.	Unit Officer

4. After making endorsement in SRs as above the **Unit Officer shall generate the "Statement of Dates of Birth of all employees" from PMS as on 17.04.2011, verify, sign and forward the same in quadruplicate along with the Muster and Service Records and soft copy i.e. "--dob.seq" file to the Accounts Officer/Dy.CAO of Region/Zone for audit by 16.05.2011.**
5. The Accounts Officer/Dy.CAO of the Regions/Zone shall verify the dates of birth with reference to the SRs and make corrections if any in all 4 copies and sent 1<sup>st</sup> copy of the Unit Officer for record and also to carry out necessary corrections if any in PMS at Unit level. 2<sup>nd</sup> copy shall be retained by the audit for future reference. 3<sup>rd</sup> copy shall be sent to payroll wing for verifying the date of birth of all the employees of the respective Units in Payrolls, to verify with check list of date of birth generated in pay roll module. 4<sup>th</sup> copy shall be sent the Personnel Officer/Dy.CPM of the Region/Zone for their record. **The audit of all Depots should be completed by 01.08.2011.**

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6. After carrying out the necessary corrections identified in the audit in PMS, the Unit Officers shall send the soft copy i.e. '--dob.seq' file and hard copy duly signed by Unit Officer to Personnel Officer(Computers) and also to Dy CAO/AO for updation of date of birth into pay rolls modules for consolidation and record
7. After updating the DOB date in Pay roll the Dy.CAO/AO, who is incharge of the payroll wing of the region shall verify the correctness of DOB in payroll as per the check list program furnished by STO-DP. The necessary program to generate the check list of DOB field in payroll shall be provided by STO (DP).
8. On completion of feeding of correct DOB of all employees of all Units of the Regions/Zone in Payroll master of the Region the edit facility of DOB field shall be withdrawn at payroll by STO/DP duly modifying the software to that extent by **15.08.2011**.
9. In case of fresh appointments the Unit officer, shall follow steps 3 and 4 and send the data to Regional/Zonal Audit. The AO/Dy.CAO of the Regions/Zones shall follow the steps 5 to 6 to ensure the updation of correct DOB in payroll. The salary of new entrants shall be drawn only after verification of DOB in payroll by audit with reference to personal Records.
10. After completion of the above process i.e. after **15.08.2011**, the Unit Officer and PD Supervisor shall ensure not to make any corrections in DOB of employees in SRs and PMS. For rectification of errors in data entry, if any, the Unit Officer shall process the individual cases to the Regional Manager/Executive Director Zone duly furnishing valid justification through PO/Dy.CPM with the concurrence of AO/Dy.CAO. On approval of the same the Unit Officer shall send a copy of the note file to STO (DP) and PO(Computers). The STO (DP) shall arrange to provide necessary software to modify the DOB of that particular employees in the payroll of the respective Region and PO(Computers) for modification in PMS of the concerned unit.
11. Payrolls image files which are being sent every month to STO(DP), shall also contain 'Date of Birth' data.
12. **A statement on "Variations in Dates of Birth" when compared to previous month shall be generated at payroll wing every month and shall be verified by the AO/Dy.CAO of the Region for correctness of the changes made.**
13. The PO/Dy.CPM concerned shall consolidate the master-1 & master-4 files of PMS of the Region/Zones and place the data in 'rtcwan' by 25<sup>th</sup> of every month. PO( C ) shall consolidate the data so received and cross verify this data duly obtaining the image files data from STO(DP) and communicate the variations noticed, if any, to the concerned Unit officers and audit for necessary action duly apprising CPM/CA/CE(IT).

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14. The STO(DP) shall also modify the Payroll software not to generate regular salary bill for the employees retiring in that month. But a separate bill titled "Settlement Salary Bill" be generated for the retiring employees giving details of all the dues and recoveries as per payroll.

15. Provision shall be made to print DOB on the Pay Slips, Increment Formats (GEN-23) and Last Pay Certificates duly making necessary modifications in Payroll and PMS software to enable to cross verify the Dates of Birth by audit and inspecting Officials.

The existing instructions governing the Recording of correct dates of birth of employees in Service Records stand good.

The above instructions shall be followed scrupulously.

Sd/- B.PRASADA RAO

VICE CHAIRMAN & MANAGING DIRECTOR

To  
All Officers of the Corporation

//ATTESTED//

CHIEF PERSONNEL MANAGER

- Copy to: RAO/AG:RTC Branch, Mushirabad, Hyderabad.
- Copy to: Secretary to Chairman/ PS to VC & MD.
- Copy to: Dy.CAO(TA&INS) --- (10 Copies).
- Copy to: PRO/HO for translation into Telugu.
- Copy to: PO(Trg.)/HO for inclusion in the Monthly Index of Circulars (4 Copies).
- Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vignyanpuri, Vidyannagar, Hyderabad.
- Copy to: General Secretary, APSRTC Employees' Union, Satyanarayanareddy Marg, Azamabad, Hyderabad.
- Copy to: General Secretary, APSRTC Staff & Workers Federation (State Office), Nanduri Prasada Rao Bhavan, 1-7-130/5, Risala Khursheed Jahi, Zamistanpur, Hyderabad.
- Copy to: General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.
- Copy to: Notice Board & Incharge, Record Room.