

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



O/o the V C & M D,
Bus Bhavan, Hyderabad.
Dt 8.5.2013.

Lr.No.STO(DP)/482(2)/2013-IT.

Joint AD, PD & IT Circular No.18 /2013 dt. 08.05.2013.

Sub : **MUSTERS** - Standardization of Muster closing date and Salary Date across the Corporation - Instructions - Issued - Regarding.

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At present the Muster closing date is 16th of every month and salary is being paid on 1st of following month across the Corporation except for 19 depots of the Greater Hyderabad Zone(GHZ), all Depots of Kurnool Region and Hindupur Division.

Implementation of CIS Project is at an advance stage and it is proposed to launch pilot project in the month of July 2013. In order to implement CIS Project there should be common muster closing date and payment date across all Units of the Corporation.

In 19 Depots of Greater Hyderabad Zone(GHZ), it is observed that different Muster dates and different Salary Payment Dates are implemented as given below:

S.No	Depot	Muster Date	Salary Payment Date
1	BHEL	9	23
2	HCU	11	25
3	DN	11	25
4	MP	11	25
5	MSRD	11	25
6	HYT	11	25
7	MDN	11	25
8	UPL	12	26
9	HPT	12	26
10	BKP	12	26
11	FM	12	26
12	SD	13	27
13	KP	13	27
14	RNG	13	27
15	JDM	13	27
16	MYP	13	27
17	KG	13	27
18	CNT	14	28
19	RJNR	14	28

It is now decided to change the muster closing date from different dates as show above to 16th of the month and Salary payment date to 1st of the following month.

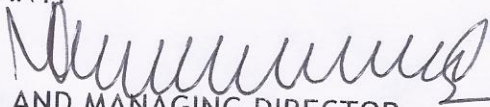
Salary for existing muster closing dates will be paid on existing payment dates as show above. Separate muster shall be generated from date of existing muster closing date to 16th and supplementary salary bill be generated and paid on 1st of June 2013. In this bill other monthly allowances will not be included as the same are already paid in the regular salary bill.

For Example : For BHEL depot the payment for muster period 10th April 2013 to 9th May 2013 shall be made on 23rd May 2013. Separate muster shall be drawn for period 10th May 2013 to 16th May 2013 and the salary bill be processed and paid on 1st June 2013.

From the salary bill of June 2013 onwards, the muster period will be 17th to 16th and payment date by 1st of following month at the above 19 units of GHZ on par with all other units of the Corporation.

Necessary software modifications have been carried out by the computers Department and kept in 'RTCWAN' folder 'STO-DP/musdt-sw' for downloading and implementing in the above depots for proper accountal of attendance and salary for the month of May / June 2013.

MATTER MAY BE TREATED AS MOST IMPORTANT.


VICE CHAIRMAN AND MANAGING DIRECTOR

To
The ED(GHZ&HZ) for necessary action.
The Regional Managers of Hyderabad and Secunderabad Regions.
All the Officers of Greater Hyderabad Zone.