

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.W6/863(3)2012-PO.I

Office of the Managing Director
Hyderabad-20 : Dt. 12.12.2012

NOTIFICATION

Sub: WELFARE – Grant of Educational Assistance to the Officers/ Employees children for prosecuting Professional Courses – Notification for calling applications for the Academic Year 2012-13 – Reg.

- Ref: 1) Circular No.PD.99/1998, dated 07-12-1998
2) Corporation Resolution No.28/2002, dated 22-03-2002
3) Circular No.PD.25/2002, dated 11-04-2002
4) Corporation Resolution No.57/2007, dated 04-08-2007
5) Board Resolution No.9/2011, dated 31-03-2011

Applications are invited from the eligible Officers and Employees for grant of Educational Assistance to their children who are prosecuting Professional Courses for the Academic Year 2012-13.

All the applications duly filled in the prescribed proforma (**Annexure-A**) along with the enclosures (**Annexure-B**) and Certificate of Principal (**Annexure-C**) shall be submitted to the Dy.CPM of Zone in respect of Units under the jurisdiction of Zones and to the Dy.CPM(IR&W) in case of Head Office, BBW&Printing Press-MYP, APSRTC Hospital, Tarnaka and Transport Academy for prosecuting Professional Courses (**Annexure-D**) during the Academic Year 2012-13 within the Time Schedule(**Annexure-E**) duly following the guidelines (**Annexure-F**). The conditions under which applications accepted or rejected are shown at **Annexure-G**.

The procedure to be followed to obtain sanction of VC&MD is:

The Committee Members constituted for scrutiny of applications at Zonal Level are Dy.CPM & DY.CAO of the Zone and Dy.CPM(IR&W) & Dy.CAO(SP&A) in respect of Head Office.

1. The Committee on receipt of applications from Unit Officers shall scrutinize duly following guide lines given at **Annexure-F**.
2. The details after scrutinizing the applications shall be furnished by the Committees of the Zones to CPM in prescribed proforma as shown in **Annexure-H** on or before **18.02.2013** to obtain and communicate the sanction of VC & MD to respective Zones and Head Office Units.
3. The Committee shall furnish the following particulars on the last page of the Guide Sheet duly certified (Hard copy shall invariably be sent).
 - a) No.of candidates (Year-wise and Course-wise) recommended for Clear Sanctions
 - b) No.of candidates (Year-wise and Course-wise) recommended for Conditional Sanctions
 - c) No.of candidates (Year-wise and Course-wise) not recommended for sanctions
 - d) Another list showing the details as in proforma at **Annexure-H** in respect of Clear Sanctions and Conditional Sanctions year-wise be prepared and a hard copy and soft copy be sent.

Copy of the Notification shall be exhibited on all Notice Boards and at all conspicuous Premises of the Corporation to give wide publicity in order to facilitate all Officers/Employees to submit applications in time.

Please acknowledge.

Encl: ANNEXURE 'A' to
ANNEXURE 'H'


EXECUTIVE DIRECTOR (A&P)

NOTE : THE NOTIFICATION CAN ALSO BE DOWNLOADED FROM RTCWAN
CPM/PO-I FOLDER FOR TAKING NECESSARY XEROX COPIES

(p.t.o)

To
All Officers of the Corporation.

- Copy to : Sr.RAO/AG, APSRTC 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 and STO(DP)/HO
- Copy to : PO(Trg):HO – for inclusion in monthly Index of Circulars (4 copies)
- Copy to : General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, 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 Class-II Supervisors Assosiciation, Flat No.102, H.No.16-1-30/A/36, Star Balasai Nest, Lokayuktha Colony, Saidabad,HYD.
- Copy to : General Secretary, APSRTC Security Staff Welfare Association, Hyderabad
- Copy to : Notice Board & Incharge Record Room.

EXECUTIVE DIRECTOR (A&S)

NOTE: THE INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

**APPLICATION FOR GRANT OF EDUCATIONAL ASSISTANCE
FOR THE YEAR 2012-13**

1. Name of the employee/Officer & Staff No. :
2. Designation and place of work : Affix latest passport size Photo
: Attested by Principal.
: (for fresh applicants only)
3. Name of the student & DOB :
4. Name of the course and year of study :
(enclose Annexure-C)
5. Name of the Institution & Address :
6. Name of the University to which :
Institution Affiliated (enclose Annexure-C)
(For Institutions outside the State Affiliation
Certificate to be enclosed)
7. Whether Rank Card enclosed : YES/NA
(For Fresh Applicants only)
8. Whether Memorandum of Marks of previous Year : YES/NO
enclosed.
9. Whether Educational Assistance :
now claimed for Tuition fee paid for the last year : YES/NO
10. Whether recipient of any other scholarship/stipend :
(Annexure-C)
11. Whether Educational Assistance was : YES/NO
claimed last year for the above Student
12. Whether the Educational Assistance was : YES/NO
Claimed from CCS for the current year.
13. Whether Educational Assistance was : YES/NO
Claimed for any other child earlier/
current year.(If yes, give details)

Particulars of employee/officer

Name :
Staff No :
Designation :
Place of work :
Date of appointment into Corporation :
Date of Birth as recorded in SR :
Date of attaining superannuation :
Number of children :
Study & Scholarship particulars of Remaining children :

Declaration of employee/officer

I state that the particulars furnished above are correct and I have not applied for grant of scholarship in respect of any of my sons/daughters other than the one whose particulars are mentioned above. I also state that I am not in receipt of any financial assistance towards my son/daughters' education from any other source.

I hereby agree that in case any of the facts mentioned in the application are found incorrect, disciplinary action can be initiated against me as per rules. In case my son/daughter fails or discontinues education at any time, I will inform the same to the Management.

Signature of student

Signature of Employee/Officer

I certify that the particulars of employee/officer furnished above are correct.

Forwarded for sanction

**UNIT OFFICER
(With Stamp)**

- Encl: (*) 1. Certificate of Principal (Annexure-C)
2. Previous year Memorandum of Marks

NOTE: (*) Tick mark if documents enclosed.

Enclosures to be submitted for sanction

ANNEXURE-B

FRESH SANCTIONS	RENEWALS
1. Bonafide/ Study Certificate (Annexure-C)	Bonafide/ Study Certificate (Annexure-C)
2. Copy of memo. of marks of previous study attested by Unit Officer/Any Gazetted Officer	Copy of memo. of marks of previous study attested by Unit Officer/Any Gazetted Officer

Particulars of employee/officer

Name :
 Staff No :
 Designation :
 Place of work :
 Date of appointment into Corporation :
 Date of Birth as recorded in SR :
 Date of attaining superannuation :
 Number of children :
 Study & Scholarship particulars of Remaining children :

Declaration of employee/officer

I state that the particulars furnished above are correct and I have not applied for grant of scholarship in respect of any of my sons/daughters other than the one whose particulars are mentioned above. I also state that I am not in receipt of any financial assistance towards my son/daughters' education from any other source.

I hereby agree that in case any of the facts mentioned in the application are found incorrect, disciplinary action can be initiated against me as per rules. In case my son/daughter fails or discontinues education at any time, I will inform the same to the Management.

Signature of student

Signature of Employee/Officer

I certify that the particulars of employee/officer furnished above are correct.

Forwarded for sanction

**UNIT OFFICER
(With Stamp)**

- Encl: (*) 1. Certificate of Principal (Annexure-C)
 2. Previous year Memorandum of Marks

NOTE: (*) Tick mark if documents enclosed.

Enclosures to be submitted for sanction

ANNEXURE-B

FRESH SANCTIONS	RENEWALS
1. Bonafide/ Study Certificate (Annexure-C)	Bonafide/ Study Certificate (Annexure-C)
2. Copy of memo. of marks of previous study attested by Unit Officer/Any Gazetted Officer	Copy of memo. of marks of previous study attested by Unit Officer/Any Gazetted Officer

ANNEXURE-C

CERTIFICATE OF PRINCIPAL

This is to certify that Mr./Miss _____ Roll No. _____ S/o / D/o _____ has secured a seat in _____ Institution(Regd.No. _____, Recog.No. _____) affiliated to _____ University for the Course _____ during the Academic year _____ based on his/her rank _____ in EAMCET. He/she paid Tution Fee of Rs. _____ for the Year 2011-12 and is now studying _____ year as a Full/Part Time. **He/She is in receipt/not in receipt of Scholarship/Stipend of Rs. _____ from Government of India/Social welfare Department/Any Other Institution or Organisation.**

Place :

PRINCIPAL

Dt.

(With Seal)

Name of the Course and Discipline allowed under Educational Assistance

ANNEXURE-D

GRADUATION COURSES	P.G. COURSES
MBBS	M.B.A.
B.E./ B.Arch	MED
B.Tech	M.Tech (all branches)
B.Sc (Nursing 4 years Course)	M.E. (all branches)
B.V.Sc	M.Sc. (Tech.)
B.Sc.(Agri. 4 years Course)	M.C.A
B.A. M&S (Ayurvedic)	M.Pharmacy
B.D.S.	
BHMS (Homeo)	
B.Sc.(Dairy Tech.)	
B.U.M.S	
Hotel Management & Catering Tech.	
B. Pharmacy	
Pharma D (Asst. is given for 4 years only)	
B.F.A	
B.Design (I.D)	
BNYS	

Time Schedule

ANNEXURE-E

Last date for submission of applications to the Unit Officers by Officers/Employees	31.01.2013
Last date for submission of applications to the respective Dy.CPM of Zone/Dy.CPM(IR&W): HO by the Unit Officers	12.02.2013
Last date for submission of recommendations of Scrutiny Committee to the CPM by the Dy.CPM of Zones	16.03.2013

GUIDELINES FOR GRANT OF EDUCATIONAL ASSISTANCE TO THE CHILDREN OF
APSRTC EMPLOYEES/OFFICERS PROSECUTING PROFESSIONAL COURSES

1. Children of all Officers/ employees are eligible for grant of Educational Assistance. No bar on income of Officers/ employees.
2. One child (either son or daughter) of the Officers/ employees is eligible for grant of either Professional Course or Cash Award.
3. The grant will be extended till completion of course even if parent dies or retires subject to production of Death certificate/ Retirement order.
4. The Service particulars of Officers/employees shall be certified by the Unit Officer under whom the Personal Records are maintained.
5. Only those students who secure admission in Professional Course purely on MERIT and rank acquired in the Entrance Test are eligible to the grant and the students who secure admission through payment of Capitation Fees, Donations etc., **are not considered.**
6. Students pursuing part time courses are not eligible for Educational Assistance.
7. Students even though studying approved courses in the institutes approved by AICTE but not affiliated to any University are not eligible for grant of Educational Assistance.
8. Students studying in open Universities and Distance Educational Centres are not eligible for Education Assistance.
9. Students if failed in more than two (2) subjects are not considered for renewal of Educational Assistance.
10. The children of those Officers/ Employees who are recipient of Government stipend, reimbursement of fee and any type of Educational Scholarships from any Organization are not eligible for Educational Assistance from APSRTC.
11. The grant will be discontinued for further academic years if the student discontinues or detained in the middle of academic year.
12. Educational Assistance is granted only for the courses recognized by the Institution or University. The list of courses is in the **Annexure-D.**
13. Educational Assistance is granted based on the certificate issued by Head of the Institution/College.
14. Fresh sanctions and Renewals are granted subject to submission of certificates mentioned in the **Annexure-B.**
15. Officers/Employees and student shall sign on the application and without which the application will be rejected.
16. The amount of assistance is limited to the Actual tuition fee paid or the amount arrived at after the allotted budget is divided by the No.of eligible applicants, whichever is less.
17. If in anybody's case the actual tuition fee is less than the amount arrived at as explained in Item No.16, the balance amount will be distributed among other eligible applicants.

Conditions to accept/reject applications

ANNEXURE-G

Applications shall be accepted only under the following conditions	Applications shall be rejected under the following conditions
1)Duly filled-in in all respects	1) In-complete applications
2)Submitted to Unit Officer on or before 31.01.2013	2) Submitted to Unit Officer after 31.01.2013
3)Submitted by the Unit Officer to Dy.CPM of Zone & Dy.CPM(IR&W) as the case may be on or before 12.02.2013	3) Submitted by the Unit Officer to Dy.CPM of Zone & Dy.CPM(IR&W) as the case may be after 12.02.2013
4)Received with proper Documents(mentioned in Annexure-B)	4)Received without proper Documents (mentioned in Annexure-B)
5)Received with sign of Officer/Employee & student on the application and the Certificate of Principal shall be signed by Principal/Vice-Principal/Dean of the College with Seal	5) Received without sign of Officer/Employee & student on the application and if the Certificate of Principal not signed by Principal/Vice-Principal/Dean of the College with Seal
6)Received with latest passport size photo of student affixed in the slot earmarked & duly attested by the Principal/Vice-Principal of the College.	6)Received without latest passport size photo of student affixed in the slot earmarked and not attested by the Principal/Vice-Principal of the College.

ANNEXURE-H

RECOMMENDATIONS OF SCRUTINY COMMITTEE

Sl.No.	Name of the Employee, Staff No. Design. & Unit	Candidate Name	Course & Year Studying	Name of the College/Recognised or not
1	2.	3	4	5

Marks list in case of 2 nd year and subsequent years of study	Rank Secured	Whether the Student passed/ promoted or detained in the previous year	Actual tuition fee paid for the year 2011-12	Recommendations of Screening Committee
6	7	8	9	10

NOTE : INFORMATION SHOULD BE FURNISHED IN 10 COLUMNS ONLY. NON ADHERENCE/ANY DEVIATION OF ABOVE ANNEXURE-H SHALL BE REJECTED.