ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

Office of the Commissioner, PTD & EX-officio VC&MD: APSRTC, RTC House, PNBS, Vijayawada.

No.P2/547(01)/2023-PO-III

CIRCULAR NO. PD - 05/2023 Dated: 20.11.2023

- Sub: Pensionary benefits PTD Implementation of pensionary benefits to APSRTC employees absorbed into Government service, PTD on 01.01.2020 – Calling for Options either to continue in EPS-95 or join CPS – Comprehensive guidelines – Reg.
- Ref: 1) G.O. Ms No.113 of Finance (PC-TA) Department dated 03.06.2022
 2) GO Ms No.116 of Finance (HR-III PENSION &GPF) Department dated:24.10.2023

Before absorption of APSRTC employees into Government service on 01.01.2020, all APSRTC employees were covered under EPS-95 scheme of EPFO, GoI. The salient features of EPS-95 scheme are given at **ANNEXURE-1**.

In terms of GO Ms No.50,51 and 52 of T,R&B Department dated:30/31.12.2019, all APSRTC employees were absorbed into Government service w.e.f., 01.01.2020, in Public Transport Department under the administrative control of T, R&B Department and salaries are being paid by Government from Jan, 2020 onwards.

As per the stipulated rules, all Government employees who joined in Government service before 01.09.2004 are covered by Old Pension Scheme (OPS) and those appointed on or after 01.09.2004 are covered under Contributory Pension Scheme (CPS).

Considering the fact that APSRTC employees who were absorbed into Government service on 01.01.2020 are covered by EPS-95 ever since their date of appointment in APSRTC, the Government, on careful examination of the matter, decided to give liberty to absorbed APSRTC employees to choose between EPS-95 and CPS.

Accordingly, the Government, while communicating pay scales applicable to various categories of PTD employees and guidelines for implementation of PRC-2022 to PTD employees, through G.O. Ms No.113 of Finance (PC-TA) Department dated:03.06.2022, issued instructions related to pensionary benefits applicable to PTD employees, at para 12 – "Other service benefits", which are reproduced below.

Continued on Page 2

12. Other Service Benefits

12 (a): Pensionary Benefit

The PTD employees, absorbed into Government service on 01.01.2020, are given an option to either continue with EPS-95 or join the CPS.

12 (b): Gratuity

The PTD employees, who opt for CPS, will automatically be covered under the DCRG scheme applicable to the Government employees as mentioned above.

In case, however, they opt to continue under EPS-95, they may be allowed to get the benefit under the APSRTC Gratuity formula as before.

As seen from the above para, it is noted that the employees who were recruited in APSRTC and absorbed into Government service, shall exercise option either to continue with EPS-95 or join CPS.

The above facility of option is not applicable to the employees who were directly appointed in Government service, PTD after 01.01.2020 and they are covered under CPS only, on par with other Government employees who were appointed on or after 01.09.2004.

The salient features of CPS for which PTD employees are allowed to give option are given at **ANNEXURE-2.**

Though the Government had issued the above instructions on 03.06.2022, the options could not be collected from PTD employees till date, in view of the anticipated modifications to CPS scheme and provision of better pensionary benefits to the Government employees in place of CPS, as assured by the Government.

In consideration of the representations received from various Employees' associations, upon careful weighing of financial sustainability and welfare of the employees under CPS, the Government, through GO Ms No.116 of Finance (HR-III – PENSION &GPF) Department dated 24.10.2023 issued guidelines for implementation of Guaranteed Pension Scheme, a copy of which is given at **ANNEXURE-3**.

Action Plan:

In the light of aforementioned facts, the following instructions are issued for strict implementation at all depots/units.

1. Every Regular employee who was recruited in APSRTC and subsequently absorbed into Government service, PTD shall exercise option in writing, either to continue in EPS-95 or join CPS.

Continued on Page 3

- 2. The above Option facility is not applicable to
 - (a) the employees who are directly recruited in Government service, PTD after 01.01.2020 under compassionate appointment as they are covered under CPS only.

3

- (b) the contract/casual employees who are working in APSRTC as they are covered under EPS-95 only.
- 3. Eligible Employee shall submit OPTION FORM, in the prescribed format enclosed herewith, in triplicate, to the office of the Depot Manager/Unit officer, by 27.11.2023.
- Submission of OPTION FORM is mandatory.
- 5. PD Staff/supervisor shall collect option forms from all eligible regular employees of the depot/unit and handover one copy to the employee concerned with acknowledgment and office seal.
- 6. Second copy shall be filed in the P-case of the employee duly making an entry in the Service register to that extent, necessarily without fail.
- 7. Third copy shall be submitted to the office of PF Trust, APSRTC, RTC House.
- 8. The above task shall be completed at all depots/units by 04.12.2023
- 9. After collection of Option forms from all eligible Regular employees working in the depots/units, PD in-charges and POs shall submit the following information to PO(IT):HO by 08.12.2023

		estus "ee	No of employees			No of employees who opted for		
S. No	Depot/ Unit	Total no of emp. Working	Contract/ casual	Recruited after 01.01.2020 under compassionate appointment	Balance (eligible to submit option)	EPS	CPS	Remarks

Signature of PD In-charge/ Personnel Officer

Continued on Page 4

Along with the above, the soft copies of the files (in excel format), with the following information, shall be sent to PO(IT):HO.

Details o	f employees who	submitted O	ption forms to E	PS/CPS in	District		
S.No	Depot/Unit	District	Name of the employee	Staff no	Designation	Opted for (EPS/CPS)	
				encarga, 149 - Esti dist			

- 10. In respect of Zonal NoUs, DyCPMs shall submit the above information as per the time schedules stipulated above.
- 11. In respect of employees who are **Transferred IN** at one depot and physically working at some other depot, the controlling officer of the depot/unit where the employee is physically working shall obtain the option forms and arrange to forward the same to the Unit Officer concerned of the depot/unit at which the salary of the employee is being drawn.
- 12. Detailed guidelines with regard to creation of PRAN numbers for those APSRTC employees absorbed into PTD, GoAP and opted for CPS, recovery of employee (10%) and matching employer's contributions from the salary bills of such employees in Payroll herb portal are given at ANNEXURE-4.
- 13. The OPTION FORMS thus submitted by the employees shall be furnished to STOs/DTOs concerned at the time of preparation of Gratuity claim bill on retirement.
- 14.As per the instructions issued in GO Ms No.113 of Finance (PC-TA) Dept., dated 03.06.2022, the PTD employees, who opt for CPS, will automatically be covered under the Death cum Retirement Gratuity (DCRG) scheme applicable to the Government employees who are covered under CPS.
- 15. The PTD employees who submitted Option to continue under EPS-95 will get the benefit under the APSRTC Gratuity formula as before.

- 16. The employee has the sole responsibility of giving option either to continue in EPS-95 or join CPS/GPS, based on his own preferences, willingness and other personal factors.
- 17. Employees are advised to exercise utmost care while giving options.
- 18. APSRTC/APPTD does not hold any responsibility for the consequential financial benefits/loss arising out of such options given by employee.

In view of the significance of the activity as explained above, Depot Managers/Unit Officers are advised to educate the employees about the importance of submission of OPTION FORMS through Gate Meetings, display on Notice Boards etc., and ensure that all eligible employees, including who are on leave, sick, EOL etc., submit Option Forms within the prescribed time limit.

All DPTOs and EDs are instructed to ensure implementation of above guidelines at all Depots/units of your jurisdiction, without any deviation.

Encl: As above

Commissioner, PTD Ex-Officio VC&MD:APSRTC

Copy to all Officers of the Corporation for information and necessary action.

ANNEXURE - 1

Employees' Pension Scheme (EPS-95) of EPFO:

Employee's contribution: 12% on (Pay + DA) Employer's contribution: 12% on (Pay + DA)

(i) Lower option:

Amount remitted to pension fund: 8.33% of employer's contribution, on maximum Rs.15,000/- i.e., Rs.1250/- p.m.

Amount remitted to Employee's PF account: 12% employee's contribution and remaining employer's contribution i.e., {12% of (Pay+DA) -1250} will be credited to employee's PF account, with accumulated interest. This amount will be paid on cessation of service.

(ii) Higher option:

Amount remitted to pension fund: 8.33% + 1.16% of employer's contribution, **on actual (Pay+DA)** will be remitted to EPFO

Amount remitted to Employee's PF account: 12% employee's contribution and remaining 2.51% of employer's contribution (12-8.33-1.16=2.51) will be credited to employee's PF account, with accumulated interest. This amount will be paid on cessation of service.

Annal

ANNEXURE-2

Contributory Pension Scheme (CPS):

250

Employee's contribution: 10% on (Pay + DA) Employer's contribution: 10% on (Pay + DA)

- a) Total employee and employer's contribution will be credited to employee's PRAN account.
- b) On the day of cessation from service, employee can withdraw upto 60% of the accumulated total fund from his account.
- c) Employee shall purchase annuity plan from the remaining (min. 40%) of the accumulated fund from the authorized service providers.
- d) PFRDA is the statutory regulatory body for CPS.
- e) Employee receives monthly pension, based on the amount he invested in the annuity;
- f) The monthly pension thus fixed will be same till the death of the employee.

Amund

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Pensions - Andhra Pradesh Guaranteed Pension System (APGPS), 2023 – Orders - Issued.

FINANCE (HR-III-PENSION & GPF) DEPARTMENT

G.O. Ms. No. 116

Date: 24.10.2023 Read the following:-

- 1. G.O.(P)No.88 Finance & Planning (FW. Pension-I) Department, dated 26.03.1980
- 2. G.O.Ms.No.653, Finance (Pension-I) Department, dated 22.09.2004
- 3. G.O.Ms.No.654, Finance (Pension-I) Department, dated 22.09.2004
- 4. G.O.Ms.No.655, Finance (Pension-I) Department, dated 22.09.2004
- 5. G.O.Ms.No.121, Finance (HR.V-Pension, GPF) Department, dated 08.07.2017
- 6. G.O.Ms.No.107, Finance (HR.V-Pension-I) Department, dated 29.06.2017
- 7. G.O.Ms.No.1747, G.A. (Cabinet-I) Department, dated 01.08.2019
- 8. G.O.Ms.No.2675, G.A. (Cabinet-I) Department, dated 27.11.2019

9. The Andhra Pradesh Guaranteed Pension System (APGPS) Act, 2023 (Act No.31 of 2023)

ORDER:

In the State of Andhra Pradesh, the pensionary benefits of the employees recruited on or before 31-08-2004, are governed by the provisions of the Andhra Pradesh Revised Pension Rules, 1980, issued in the reference 1st read above, as amended from time to time. The aforementioned Rules follow the framework of a 'Defined Benefit' (DB) scheme.

2. The Government of India has replaced the existing Old Pension Scheme(OPS), a 'Defined Benefit' scheme financed on a pay-as-you-go basis, with a "Defined Contribution' (DC) scheme viz. the New Pension Scheme (Contribution based Pension Scheme), now called the National Pension System (NPS), for the Central Government employees, vide the Notification No. 5/7/2003-ECB & PR, dated 22-12-2003, of the Department of Economic Affairs, Ministry of Finance, GoI. The NPS was made mandatory for all new recruits to the Central Government service (except the armed forces) w.e.f. 1st January, 2004.

3. After the enactment of the PFRDA Act, 2013, as per Section 20 of the Act, the pension scheme notified on 22-12-2003 has become the National Pension System (NPS) under the Act. The NPS is now regulated under the PFRDA Act, 2013 & the regulation framed thereunder by the Department of Financial Services and PFRDA.

4. The Government of Andhra Pradesh (GoAP), in the references 2nd to 4th read above, has adopted the Government of India's National Pension System (NPS), also known as the Contributory Pension Scheme (CPS), based upon the Defined Contribution architecture, for the employees of the State recruited on or after 01-09-2004. Further, in the reference 4th read above, the option to receive invalidation pension or family pension was extended in the case of premature exit

due to invalidation/death & in the reference 5th read above, the benefit of retirement gratuity/death gratuity was extended to the NPS subscribers.

5. After the adoption of the National Pension System (NPS) framework, the GoAP has received several representations from the employees associations of the State Government for de-adoption of CPS & restoration of OPS. To address the concerns of employees, to review CPS Scheme, and to assess the options available, an Expert Committee was constituted under the Chairmanship of Sri S.P. Tucker, IAS (Retd.), former Chief Secretary to Government of Andhra Pradesh, vide the G.O. Rt.No.2052, Finance (HR-3-Pension-I) Department, dated 28-11-2018.

6. In the aforementioned context, the GoAP, in the reference 7th read above, has constituted a Group of Ministers (GoM) to review the Expert Committee report and furnish its recommendations to the Government for taking a decision in the matter, & in the reference 8th read above, has also constituted a Working Committee to advise the GoM. The GoAP has also engaged services of specialised agencies for undertaking detailed studies in the matter. After a thorough examination of the various issues by the GoM & the Working Committee, & multiple discussions with the Employees Associations & other stakeholders, the GoAP has formulated the Andhra Pradesh Guaranteed Pension System(APGPS), that seeks to replace the uncertainty of not knowing what one would receive as pension from a fully market-linked CPS, with a scheme where the pension is known during service and is guaranteed. To ensure the financial security of the CPS employees, the Andhra Pradesh Guaranteed Pension System(APGPS), also seeks to addresses certain genuine concerns of the current CPS subscribers, which are not are not provisioned in the existing National Pension System (NPS) framework, viz. spouse pension upon death of the retired APGPS subscriber, cost of living adjustment, a monthly minimum guaranteed pension, & health care scheme for the retired APGPS subscribers.

7. The Government, after a careful consideration of the entire matter, and keeping in view the welfare of the employees under the Contributory Pension Scheme, while also ensuring fiscal sustainability & inter-generational equity, hereby order to implement the Andhra Pradesh Guaranteed Pension System, 2023, notified vide the reference 9th read above, as detailed hereunder.

- It shall extend to all the employees who are recruited on or after 1-9-2004 and whose pay and allowances are drawn from the Consolidated Fund of the State, including all the tiers of all the Rural and Urban Local Bodies, Universities, etc., and have opted to subscribe to the Andhra Pradesh Guaranteed Pension System.
- It shall come into force with immediate effect.

14

- iii. The APGPS Subscriber shall be guaranteed the following benefits under the Act, subject to the provisions of sub-section (4) of Section 6 of the Act.
 - a. Top-up amount to ensure a monthly Guaranteed Pension at the rate of fifty percent (50%) of the last drawn basic pay, in case of a shortfall in the annuity received by the retired APGPS Subscriber.

- b. Top-up amount to ensure a monthly spouse pension at the rate of sixty percent (60%) of the Guaranteed Pension, in case of a shortfall in the annuity received by the spouse of the deceased APGPS Subscriber.
- c. Cost of Living Adjustment on the last drawn basic pay as per inflation adjusted dearness relief, as per the rules notified under this Act.
- d. Top-up amount to ensure a monthly minimum Guaranteed Pension of Rs.10,000/- (Rupees Ten thousand only) in case of short fall in the annuity received by the APGPS subscriber.
- e. Health Care Scheme for the retired APGPS subscribers.
- iv. Conditions of eligibility for availing benefits under APGPS
 - The APGPS Subscriber shall become eligible to receive the benefits under the Guaranteed Pension System subject to subsection (3) of Section 6 of the Act and the following conditions:
 - a. Rendering of a minimum of ten (10) years of qualifying service, if retiring on superannuation.
 - Rendering of a minimum of twenty (20) years of qualifying service, if retiring from service on voluntary retirement.
 - c. Rendering of a minimum of thirty-three (33) years of qualifying service, if retired by the Government in the public interest.
 - d. Rendering of a minimum of ten (10) years of qualifying service, if retiring from service on Medical Invalidation.
 - The APGPS Subscriber shall not be entitled to the benefits of APGPS in the following situations.
 - a. Retired from service due to resignation.
 - Dismissal from service, removal from service & compulsory retirement arising from disciplinary action.
 - 3. If there are any disciplinary or judicial proceedings pending against the APGPS subscriber at the time of retirement, the benefits specified under Section 3 shall become payable only after conclusion of the disciplinary /judicial proceedings, as per the rules notified under the Act.
 - In case the APGPS subscriber dies while in service, the conferment of benefits shall be as prescribed under the rules.
- v. Registration into APGPS.

1.

-

- The existing NPS subscribers shall exercise the option to subscribe to APGPS within the period as prescribed in the rules under APGPS Act, 2023.
- Employees who join service after notification of the Act shall exercise the option to subscribe to the APGPS at the time of joining the service.

- The detailed process and procedure for APGPS Registration shall be detailed in the Rules notified under this Act separately.
- 4. Subscribing to APGPS shall not affect in any way, the monthly contributions made to the NPS by the employees and the employer as per the relevant Rules and executive instructions in force.
- vi. Amount of Guaranteed Pension and the Methodology.
 - 1. Upon retirement of the employee, the purchase of the annuity plan from an Annuity Service Provider shall be made in accordance with the rules notified under this Act, duly utilizing the accumulated pension corpus in the individual pension account.
 - The Guaranteed Pension shall consist of the Annuity Component and the Top-up Component as specified below:
 - a. The Annuity Component is the annuity receivable by the APGPS subscriber based on the annuity plan selected as per sub-section (1) of Section 6 above.
 - b. Top-up Component is the amount receivable by the APGPS subscriber, if any, so that the subscriber receives Guaranteed Pension as specified under this Act.
 - 3. Calculation of Guaranteed Pension and the Top-up Component shall be as prescribed in the rules notified under this Act.
 - The part withdrawals and the final withdrawal made by the APGPS subscriber shall result in a proportional reduction in the Guaranteed Pension as prescribed in the rules notified under this Act.
 - It shall be competent for the Government to withhold or withdraw the Top Up component or a part therefrom, in accordance with the prescribed rules.
- vii. Spouse Pension upon death of the retired APGPS subscriber.
 - In the case of death of the retired APGPS subscriber, the spouse shall receive Spouse Pension at the rate of sixty (60%) of the Guaranteed Pension, consisting of the Annuity Component and the Top- up Component as specified below:
 - a. The Annuity Component is the annuity receivable by the spouse based on the annuity plan selected by the APGPS subscriber as per sub-section (1) of Section 6 of the Act.
 - Top-up Component is the amount receivable by the spouse, so that he/she receives the Spouse Pension as specified under the Act.
 - The process, procedure and conditions for determination, processing, sanction, authorization & disbursal of the Spouse Pension shall be governed by the prescribed rules under the APGPS Act, 2023.

- viii. 1. The authorities concerned with registration, processing, sanction, authorizing and disbursement of the benefits to the APGPS subscribers under the Act shall be prescribed under the rules.
 - The Government shall designate an office to perform the functions of record keeping, accounting, administration and grievance redress for APGPS subscribers.

8. Government will issue the rules separately for implementation of the APGPS Act 2023 duly following the stipulated procedure.

9. A copy of this order is available athttp://apegazettte.cgg.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

The Principal Accountant General(A&E), Andhra Pradesh

The Principal Accountant General (Accounts), Andhra Pradesh

The Director of Treasuries and Accounts, Andhra Pradesh

The Pay & Accounts Officer, Andhra Pradesh

The Director of State Audit, Andhra Pradesh

The Director of Works Accounts, Andhra Pradesh

The Director, APGLI, Andhra Pradesh

The CEO, APCSS

All Special Chief Secretaries/Principal Secretaries/Secretaries to Government

All the Departments of Secretariat (10 copies each)

The Registrar General, High Court of Andhra Pradesh

The Resident Commissioner, Andhra Pradesh Bhawan, New Delhi.

All the Heads of Departments.

All District Collectors.

All District Judges of Andhra Pradesh.

Copy to:

The Chief Secretary to the Government of Andhra Pradesh

The Principal Secretary to Governor, Andhra Pradesh, Vijayawada

The Principal Secretary to Chief Minister & Private Secretaries to all Ministers.

The Secretary, Andhra Pradesh Public Service Commission

All the District Treasury Officers (with copies for Sub-Treasury Officers)

The Chairman & Managing Director of Andhra Pradesh GENCO/TRANSCO All District Educational Officers

All the District Development Officer Zilla Praja Parishads.

All District Panchayat Officers.

All Principals of Junior & Degree Colleges of Andhra Pradesh.

All Mandal Development Officers

All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Andhra Pradesh.

All Secretaries of Agricultural Market Committees through Commissioner and Director of Marketing, A.P.,

All Commissioners/Special Officers of Municipal Corporations & Municipalities. The Commissioner Printing, Stationery and Stores Purchase, Andhra Pradesh (with a request to notify in the A.P., Gazette)

The General Administration (Cabinet) Department.

The General Administration (SW) Department The Finance (BG) Department. The Registrars of all the Universities in Andhra Pradesh All Recognized Service Associations. All Recognized Pensioners Associations. SF/S.Cs.

//FORWARDED :: BY ORDER//

M. Sunection SECTION OFFICER

ANNEXURE-4

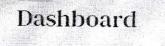
Procedure for generation of PRAN NUMBERS in payroll Nidhi portal

1.Open nidhi.apcfss.in web site and click on Master Data. Open "Apply for PRAN" tab.

Select DDO Code.

→ C a nidhi.apcfss.in/dashboard

FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH





HR & Payroll





Budget 2023-24

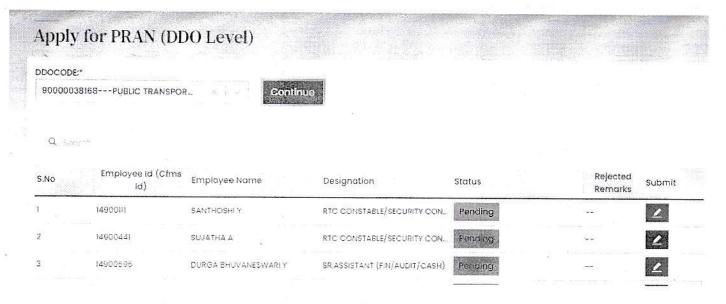


Reports

Apply for PRAN



2. Select the CPS employee name and click on Submit.



3. DDO NSDL Registered Number will be populated in the above screen.

Apply for PRAN (DDO				
	Sinnee E	ew And Confirm		
EMPLOYEE BASIC INFORMATION	DD	O NSDL Registered Nu	mber:SGV269986A STO	NSDL Registered Number : 4002294
Employee First Name:	Employee Lo	ist Name:	Employee ID (C	FMS ID) :
KAREEM	P		14900047	

4. Fill the Basic details , upload Photo and Signature and proceed with SAVE & NEXT button.

Enter Basic Details			
Email:			
Enter Email			
Photo And Signature Uploads			
*Photo Upload (maximum 12kb):	*Signature Upload (maximum 12kb);	
Choose File No file chosen	Choose File No	file chosen	

5. Fill all the details in the above Tabs \rightarrow Family Member and Dependant details, Nominee details, Address Details and Preview & Confirm.

6.The data will be forwarded to your DTO/STO. After Approval of STO, PRAN Number will be generated to the CPS employee.

Yunum

Save & Next

OPTION FORM TO CONTINUE IN EPS-95 OR JOIN CPS

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT (ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

Office of the Depot Manager, ------ Depot.

Ciamoturo

To The Depot Manager/Unit Officer, ----- Depot/Unit, ----- District.

Sir/Madam,

a

- Sub: Pensionary benefits Implementation of pensionary benefits to APSRTC employees absorbed into Government service, PTD on 01.01.2020 Submission of Option either to continue in EPS-95 or join CPS Reg.
- Ref: 1) G.O. Ms No.113 of Finance (PC-TA) Department dated 03.06.2022 2) Circular No. PD - -----/2023 dated ------. ***

In terms of the approval communicated by the Government through GO at reference 1st cited above and guidelines issued through the Circular at reference 2nd cited above, on through analysis of key features, benefits existing in both EPS-95 and CPS, I willfully submit my OPTION as given hereunder.

	Tick Mark Signature	
I CHOOSE TO CONTINUE IN EMPLOYEES' PENSION SCHEME (EPS-95) OF EPFO		
(OR)		

Tick Monk

I CHOOSE TO JOIN CONTRIBUTORY	
PENSION SCHEME (CPS) OF GoAP	-

Important: Only one of the above two boxes shall be ticked and signed by the employee in the adjacent box earmarked for signature of the employee. Remaining all combinations of ticking and signing will render the option form invalid.

I submit above OPTION as per my willingness, in full cognizance based on my personal preferences and I have not been coerced or influenced in making this decision.

I understand that I will be subject to the rules and regulations of the selected Pension scheme, as revised from time to time.

Please Turn Over

I completely admit that sole responsibility in submission of above OPTION lies with me only.

249 /26134 28-245 /2 262 0 00 01 3603 60230

I acknowledge that APSRTC/APPTD does not hold any responsibility for the consequential financial benefits/loss arising out of OPTION submitted by me as above.

Yours sincerely,

Place: Date:

(Signature of employee) Name: Staff No: Designation: Depot/Unit:

Witnesses:

Signature of witness 1: Name: Staff No: Designation: CHERRY REPORT OF A

Signature of witness 2: Name: Staff No: Designation:

Signature of Depot Manager/Unit Officer

Office Stamp:

unun